

MONTGOMERY COUNTY

CIRCUIT COURT



**JUVENILE DIFFERENTIATED
CASE MANAGEMENT PLAN**

SECOND EDITION

July 2003

REPORT OF THE AD HOC COMMITTEE FOR THE TRANSFER OF JUVENILE COURT

Based upon the findings and recommendations of five subcommittees (Human Resources Consolidation, Judicial/Staff Education, DCM Caseflow, Data Automation, and Services), the following recommendations were made for the effective transition of juvenile causes from the District Court to the Circuit Court:

Consolidate the District Court juvenile court personnel into the Clerk of the Circuit Court's personnel structure in *two (2) phases*:

Phase One – Year One

1. Three (3) judges appointed by the Governor be assigned to the Family Division sitting in juvenile for an indeterminate period of time.
2. The judges assigned to the juvenile rotation are to be accountable to the Administrative Judge of the Circuit Court.
3. While the juvenile rotation would exist primarily for the adjudication of juvenile actions, the judges sitting in juvenile rotation may be called upon, as needed, to preside over additional Family Division matters, also at the discretion of the Administrative Judge.
4. The judges assigned to the juvenile rotation are to consult with the Presiding Family Judge on any matters that require the attention of either the Presiding Family Judge or Administrative Judge.
5. Three (3) Case Manager positions are to be created to manage the juvenile caseload. These positions are to report directly to the Family Division Coordinator.
6. A position is to be created in the Assignment Office (Juvenile Assignment Clerk) to be responsible for scheduling juvenile matters. This position is to report directly to the Circuit Court Assignment Commissioner.
7. A position is to be created in Technical Services (Communications Equipment Operator) to be responsible for the operation of the centralized digital court recording and audio-visual systems, training and maintenance

associated with juvenile matters. This position is to report directly to the Circuit Court Chief of Technical Services.

8. Modify the District Court file system to conform to the Circuit Court file docketing system.

9. Current juvenile court personnel are to be trained on Circuit Court computer systems, CourtSmart digital recording system, and the Differentiated Case Management Plan.

10. Cross-train current juvenile court personnel to cover all aspects of juvenile procedures.

11. Identify juvenile court personnel to manage Termination of Parental Rights and Adoption cases and cross-train with Circuit Court Adoption Clerk.

12. Develop training manuals for Juvenile, Family Law Department, Courtroom Clerks, and CourtSmart digital recording system.

Phase 2 – Year Two

1. Develop procedure for Juvenile Division Chief and Manager of Courtroom Clerks to coordinate leave and rotation schedules.

2. Cross-train the Circuit Court Courtroom Clerks and the Juvenile Courtroom Clerks to accommodate all judicial dockets, i.e., juvenile, civil, criminal, family, and child support.

3. Cross-train Assignment Office staff designated to handle family with juvenile personnel responsible for scheduling.

4. Cross-train Family Law Department personnel and juvenile data entry personnel.

5. Incorporate the Juvenile Courtroom Clerks with the Circuit Court Courtroom Clerks. Juvenile Courtroom Clerks are to report directly to the Manager of Courtroom Clerks and duties and assignment functions should merge into the Circuit Court courtroom rotation schedule.

6. Family Division Judges are to be cross-trained expeditiously to handle juvenile causes and vice versa.

7. Various existing materials, including the Family Law Curriculum prepared by the Judicial Institute, Judge John Fader's book on Family

Law, and the DCM Family Law Benchbook are to be disseminated to juvenile judges.

8. To effectuate the training of the Family Division Judges who will be hearing juvenile causes, the Judicial/Staff Training Subcommittee is to distribute the Maryland Child Welfare Benchbook published by the Foster Care Court Improvement Project, as well as any other materials from related agencies.

9. The newly appointed Circuit Court judges assigned to the Family Division sitting in juvenile are to participate in the Circuit Court New Judge Orientation, as well as the specialized programs offered by the Judicial Institute for newly appointed judges.

10. Appoint a panel of representatives from the Department of Juvenile Justice, Child Welfare Services, Department of Health & Human Services, Montgomery County Police Department Family Services Division, the State's Attorney's Office, the Office of the Public Defender, and the private bar to further develop a comprehensive training program to address juvenile issues and concerns.

11. Appoint a panel of representatives from the County Attorney's Office, the Public Defender's Office, and the child advocate bar to address CINA and TPR issues.

12. TPR, CINA, Delinquency cases, and Juvenile Peace Orders are to continue to be assigned exclusively to the judges in juvenile rotation.

13. The Circuit Court should continue to seek additional judges to effectively handle the work of the juvenile caseload; that continuing efforts be made to document the need for these positions, and to convey this need to the Chief Judge and Legislature.

14. If Master resources prove to be available, the following juvenile matters are to be assigned to the Family Division Masters:

- Delinquency Arraignments
- CINA Pre-Trial
- CINA and Delinquency Reviews

In addition, the Circuit Court is to continue to seek innovative alternatives for the use of Family Division Masters in juvenile cases.

15. A judge in juvenile rotation is to be designated as a Juvenile Duty Judge on a weekly rotation to handle emergency CINA hearings, Delinquency hearings and Juvenile Peace Orders, while continuing to

maintain a morning docket. The assigned Juvenile Duty Judge may seek assistance, if necessary, from the remaining judges assigned to the juvenile rotation.

16. The current Circuit Court policy on continuances is to be established for juvenile cases. Consistent with that policy, ALL continuances made by pre-trial motion or orally at the time of the hearing, will be ruled on by the Administrative Judge or designee.

17. In light of the recent Court of Special Appeals Opinion, In Re: Ryan S., 427, September Term, 1999, June 29, 2001, all hearings are to be conducted on a day-to-day basis. Any interruptions or further hearings would be considered a continuance, and subject to a finding of good cause and in accordance with the Circuit Court's continuance policy.

18. Tracking guidelines are to be established pursuant to the statutory requirements.

19. All future dates, up to the adjudication hearing, are to be set at the initial hearing and discovery deadlines established. A scheduling order is to be issued at the initial hearing and will contain all future dates and deadlines.

20. A Pre-Trial Conference is to be set in all CINA and Delinquency cases approximately 15 days prior to the adjudication hearing. The Court is to set a "Pre-Trial Docket" and dedicate one specific day per week for that docket. A case may be reset prior to the adjudication hearing, if necessary. At the Pre-Trial Conference, the Court is to address any dispositive motions that need to be scheduled for hearing prior to the adjudication hearing (motions that deal with legal issues), schedule the adjudication hearing date, and note the estimated length of time.

21. Adjudication/Disposition is to be set 30 days from the Shelter Hearing or 60 days from Preliminary Inquiry, as required by the rules. Disposition (sentencing) is to be entered, unless waived. If disposition is waived, disposition is to be set 30 days from the adjudication hearing date.

22. The Circuit Court is to develop a mediation program for parties prior to adjudication and permanency hearings.

23. A permanency planning hearing be scheduled no later than 11 months after shelter placement. If adoption of the minor is recommended, the Court is to schedule a status conference within 30 days to establish DCM Guidelines for the TPR phase of the case.

24. Only “required” review hearings are to be scheduled every six months after the permanency planning hearing for the life of the case. Future review dates are to be scheduled during the current review hearing or by Motion and Order.

25. TPR cases are to continue to be specially assigned to Family Judges sitting in juvenile. The assigned judge is to conduct a scheduling conference and establish all dates and events required as indicated by the DCM Plan for juvenile.

26. Peace Orders are to be scheduled for hearing 14 to 21 days from filing date. The case is to be closed after the hearing is concluded and an appropriate order entered.

27. Only required events are to be scheduled at the initial hearing. If necessary, at the judge’s discretion, a judge may coordinate with the Assignment Office to schedule a non-mandatory event.

28. It was determined that docket assignments be revised to incorporate an assignment procedure consistent with Circuit Court assignment functions.

29. Current data maintained in the statewide Uniform Court System is to be transferred to a newly established Circuit Court juvenile database.

30. An automated Circuit Court Juvenile System is to be created and is to be consistent with the proposed Design Document as submitted by the Circuit Court Technical Services/Data Processing Department (*see Addendum #15*).

31. Transfer of a test database from JIS to be completed for validation of system functions and compliance with the automated Case Maintenance, Assignment, Scheduling, and Performance Measurement requirements within the Circuit Court Family Division Differentiated Case Management Plan.

32. Critical system applications for case processing, scheduling, and assignment of all juvenile actions are to be maintained under the jurisdiction of the Family Division sitting in juvenile and implemented by March 1, 2002.

33. The Circuit Court Juvenile System is to be interfaced as part of the Montgomery County Integrated Justice System.

34. A two-way interface with JIS/UCS is to be created for statistical reporting and data exchange.

35. Compile a data bank of the resources of the Court and the various social agencies that are available with a goal of publishing and distributing reference materials to parents, juveniles, parties, lawyers, and other interested persons in the community.

36. Create “children only” waiting rooms that have appropriate reading materials and are otherwise child-friendly, as well as a room designated for victims/witnesses in the juvenile delinquency cases.

37. Provide private interview rooms for meetings between attorneys and their clients.

38. Maintain in-house phones for attorneys in juvenile matters to use outside the courtroom in order to contact resource people for their clients.

39. Expand the current practice of using a facilitator during the scheduling conferences (for early intervention and resolution of issues in divorce and separation cases). Ideally, there should be a “duty” facilitator available from 8:30 a.m. to 4:30 p.m. every day to provide assistance as needed to screen, guide, or negotiate settlement, i.e., if a judge is double- or triple-booked, the facilitator should work with the parties to see if disputed issues can be reduced. Likewise in the juvenile arena, a facilitator could assist with pre-trials and mediating agreements in CINA cases.

40. The Services Subcommittee to develop a list of attorneys experienced in juvenile and family law who are willing to either volunteer or be compensated on a regular basis.

41. A position is to be created in Family Division Services for a Guardian Ad Litem (GAL) who can be appointed by the Court free of charge to represent children in indigent families, and generally provide Court funds so that a GAL can be appointed in all cases involving high-conflict custody/visitation issues. In juvenile cases, GALs are to serve as limited guardians (not necessarily attorneys) for the purpose of signing medical and educational releases, accompanying children to hospitals for treatment, or doctor appointments, etc. In addition, it is recommended that the current practice of appointing counsel for children in delinquency cases who do not qualify for representation by the Public Defender be continued. A list of attorneys qualified to perform such representation as well as protocol to guide said attorneys be developed.

42. Expand the number of “outside” professional evaluators, as well as the funds available, so that there is more Court flexibility in appointing

professional evaluators in complex cases that go beyond the limitations of the Court Evaluators.

43. Provide mediation in delinquency cases (in conjunction with the State's Attorney's Office, for example, in resolving restitution issues or alternative programs), as well as in intra-family matters such as termination of parental rights (TPR) cases and CINS cases.

44. Expand the supervised visitation program to address the variety of needs presented in family and juvenile cases. This program should provide several locations in different parts of the county to accommodate more residents, effectuate a reconciliation where one parent has been estranged from children, and address the special needs of alleged sexual or physically abused children.

45. Develop parenting classes to meet the individual needs of juveniles and their parents addressing special problems that pertain to specific age groups, cultures, languages, etc., as well as providing a data bank of community resources that are available through community organizations and agencies.

46. Form a panel of representatives to explore what is currently available through such organizations as Parent Education Program (PEP) and Children of Separation and Divorce (COSD) and determine whether or not there are resources, such as films or classes that might be helpful in CINA, delinquency, and TPR cases.

47. Form a panel of representatives to examine the protocols and services provided by each division with the dual objectives of sharing court-ordered evaluations currently being used and consider the value of more uniformity in our policies and procedures throughout the Family Division. Some of the concerns that should be addressed in current procedures include without limitation: neutrality, time constraints, lack of alternatives, report and preparation, dissemination of reports, etc.

48. Expand the number, diversity, and the quality of interpreters in Family Division and Juvenile cases and make funds available to indigents. Interpreters are needed in all aspects of Court proceedings, including mediation (or facilitation), evaluations, pre-trials, and trials.

49. Establish a volunteer "bank" of volunteers comprising retired and other professionals willing to donate their time and expertise for the purpose of providing support in various areas, including court services, visitation, monitoring and implementation of various programs, as well as private fund raising to provide necessities for indigent families. It is requested that the results of the Virginia Beach Project with an eye

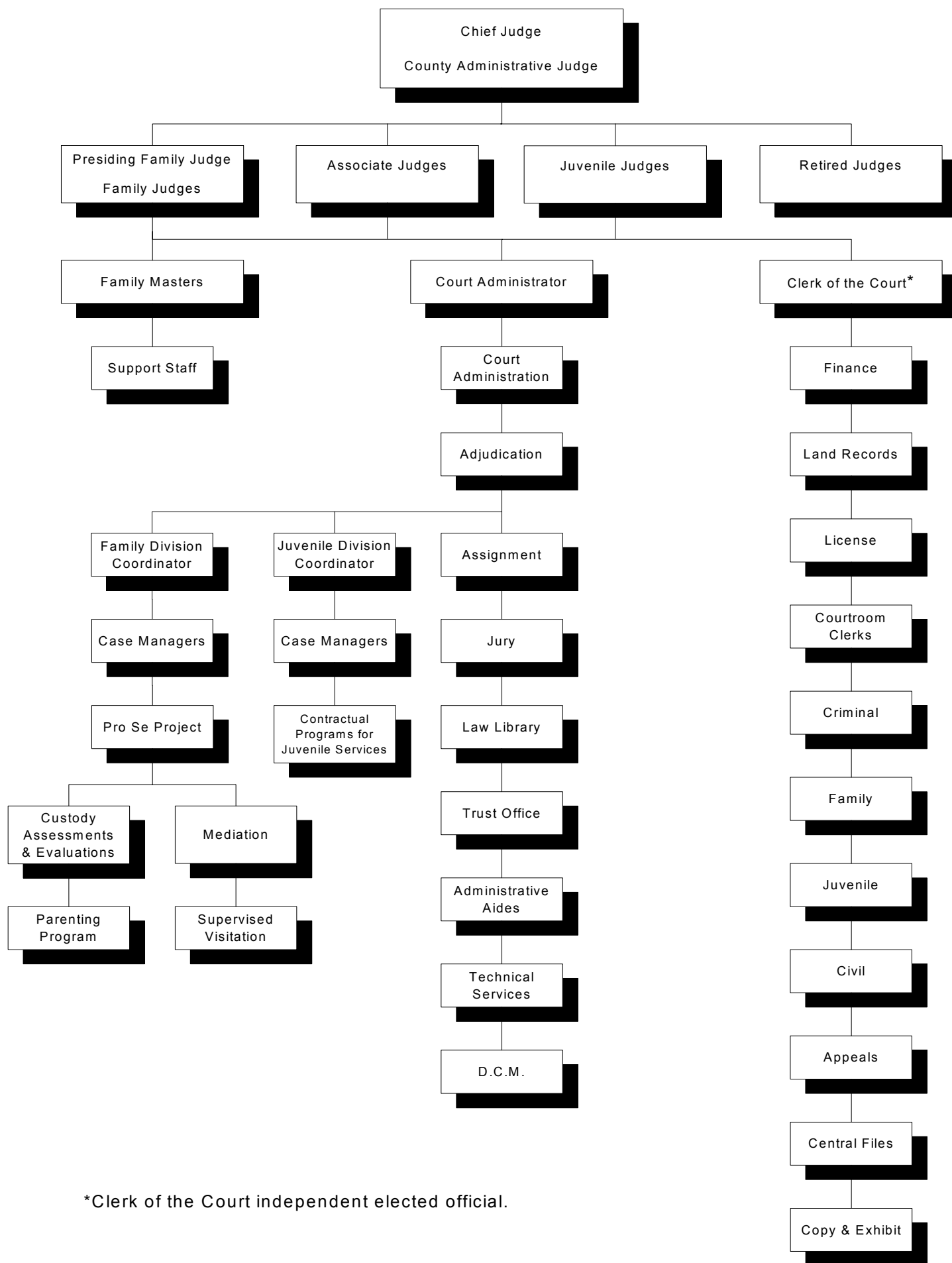
toward borrowing the best of that program and implementing it in Montgomery County be reviewed.

50. Circuit Court Judges to observe and second chair cases in Juvenile Court as calendars permit.

51. Circuit Court Judges to participate, as time permits, in on-going training programs developed by the Juvenile Bench including site visits to juvenile facilities.

52. Circuit Court Judges to participate in statewide conferences addressing juvenile causes; in particular, the annual CINA conference sponsored by the Foster Care Court Improvement Project.

Circuit Court Organizational Chart



*Clerk of the Court independent elected official.

DIRECTORY
FOR
CIRCUIT COURT JUVENILE DIVISION
AND AFFILIATED AGENCIES

CIRCUIT COURT FOR MONTGOMERY COUNTY:

County and Circuit Administrative Judge

Judicial Center, 50 Maryland Avenue, Room 312, Rockville, Maryland 20850

Ann S. Harrington	240-777-9180
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Circuit Court Administration

Judicial Center, 50 Maryland Avenue, Room 301, Rockville, Maryland 20850

Pamela Q. Harris, Court Administrator	240-777-9103
Glenda L. Guzinski, Assistant Court Administrator	240-777-9109

Clerk of the Court

Judicial Center, 50 Maryland Avenue, Room 122A, Rockville, Maryland 20850

Molly Ruhl	240-777-9466
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Circuit Court Juvenile Judges

27 Courthouse Square, 1st and 3rd Floors, Rockville, Maryland 20850

Marielsa A. Bernard (Courtroom 19)	Caren Montgomery, Secretary Barbara Algarin, Law Clerk	240-777-9366
Dennis M. McHugh (Courtroom 20)	Trish May, Secretary David Lucas, Law Clerk	240-777-9360
Katherine D. Savage (Courtroom 18)	Karen Bushell, Secretary Caeb Colravy, Law Clerk	240-777-9372

Juvenile Division Coordinator

27 Courthouse Square, 3rd Floor, Rockville, Maryland 20850

Suzanne Schneider	240-777-9343
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Juvenile Case Managers

Judicial Center, 50 Maryland Avenue, Room 307, Rockville, Maryland 20850

Madeleine Jones	240-777-9118
Alma Lopez-Mitchell	240-777-9171
Jocelia Rancy	240-777-9172

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Juvenile Division

27 Courthouse Square, Rockville, Maryland 20850

Barbara Meiklejohn, Manager	301-279-1350
Dolores Riggs, Supervisor	301-279-1396

Juvenile Division Clerks:	301-279-1447
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Charlotte Archer
Bonita Chadwick
Vera Gist
Michelle Hall
Mary Hargett
Lynette Jett
Mary Keung
Sandy Lee
Linda Lu
Raquel Ramirez
Carolyn Thompson
Maria Vila

<u>Assignment Office</u>	240-777-9000
Judicial Center, 50 Maryland Avenue, Room 110, Rockville, Maryland 20850	

Ellen Steiger, Assignment Commissioner
Thomas Murray, Assistant Manager Leadworker
Barbara Kirkland, Juvenile Assignment Clerk

Family Division

Judicial Center, 50 Maryland Avenue, Room 220, Rockville, Maryland 20850

Elaine Finnin, Family Division Coordinator	240-777-9061
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<u>Technical Services/Transcript Department</u>	240-777-9150
Judicial Center, 50 Maryland Avenue, Room T-18, Rockville, Maryland 20850	

David Seeman, Chief of Technical Services
Tobi Guy, Manager of Technical Services

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AFFILIATED AGENCIES:

County Attorney's Office, Child and Adult Protection Unit
1301 Piccard Drive, 4th Floor, Rockville, Maryland 20850

Elizabeth Evans, Lead Attorney	240-777-6763
Loretta Shapero, Staff Attorney	240-777-6764
Ramona Bell-Pearson, Staff Attorney	240-777-6767
Peggy Odick, Staff Attorney	240-777-6762
Jodi Schulz, Staff Attorney	240-777-6780
Roberta Wolcott, Staff Attorney	240-777-4240
Alan Wright, Contract Attorney	301-774-8560
Sarah Daken, Contract Attorney	301-349-4622
Kathleen Toolan, Contract Attorney	301-540-6390
Mac Ehrlich, Contract Attorney	301-320-0074
Aileen Ostopoff, Contract Attorney	301-650-0078
Nancy Jones, Administrative Staff	240-777-6775
Patricia Lane, Administrative Staff	240-777-6774
Teresa Solomon, Administrative Staff	240-777-3571

Department of Health & Human Services

Children & Adolescent Forensic Evaluation Services (CAFES) 240-777-3259
7300 Calhoun Place, Suite 600, Rockville, Maryland 20855

Dr. Joseph Poirier, Supervisor 240-777-1530

Child Care Services & POC 240-777-1177
7300 Calhoun Place, Suite 700, Rockville, Maryland 20855

Child Welfare Services

Agnes Leshner, Chief of Child Welfare Services 240-777-3542
1301 Piccard Drive, 4th Floor, Rockville, Maryland 20850

Pam Littlewood, Juvenile Court Liaison 301-279-1310
27 Courthouse Square, Rockville, Maryland 20850

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Department of Health & Human Services (continued)

Family Preservation Services 7300 Calhoun Place, Suite 500, Rockville, Maryland 20855	240-777-1430
Nicki Terry, Supervisor	240-777-4241
Juvenile Justice Services and Adolescent Substance Abuse 7300 Calhoun Place, Suite 500, Rockville, Maryland 20855	240-777-3307
Ron Rivlin, Manager	240-777-1493
Screening & Assessment Services for Children & Adolescents (SASCA) 7300 Calhoun Place, Suite 600, Rockville, Maryland 20855	240-777-1430
Mitzi Ross, Supervisor	240-777-1460

Department of Juvenile Services
27 Courthouse Square, Rockville, Maryland 20850

Delmas Wood, Area Director	301-279-1753
Larry Fiedler, Assistant Area Director	301-279-1584
Dennis M. Davis, J.C. Supervisor II/Northern Unit	301-279-1576
Julie Chapman, J.C. Supervisor/Intake Unit	301-279-1205
Alvina Stewart, J.C. Supervisor I/S.O.S./Aftercare Unit	301-279-1747
Kimberly Fields, J.C. Supervisor I/Southern Unit (Silver Spring)	301-650-6780
Dennis Nial, J.C. Supervisor I/Break the Cycle Unit	301-279-1609
Cynthia Ruiz, Resource Coordinator	301-279-1582
Kenneth Ratcliffe, J.C. Supervisor I/Court/Detention Unit	301-279-1580

Juvenile Division
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Montgomery County Police Department, Family Services Division
Juvenile Assessment Center, 7300 Calhoun Place, Suite 300, Rockville, Maryland 20855

Administration:

Captain Evelyn S. Cahalen, Director	240-773-5401
Lt. Diane M. McCarthy, Deputy Director	240-773-5051
Judith Hurt, EAA/Supervisor	240-773-5402
Melanie Baumbaugh, Principal Administrative Aide	240-773-5442
Det. Miguel Marquez, Polygraph Examiner	240-773-5406
Trudy Richardson, Principal Administrative Aide	240-773-5404
Yadira Sanchez, Principal Administrative Aide	240-773-5406
Margie Woodruff, Principal Administrative Aide	240-773-5403
Mary Jude Young, Crime Analyst	240-773-5412

Child Abuse/Sex Assault Section:

(Investigate Cases of Child Abuse and Sex Assaults of Children Under the Age of 18)

Sgt. Jim Humphries, Supervisor	240-773-5410
Corp. Frank Darley, Assistant Supervisor	240-773-5431
Det. Karen Carvajal, Investigator	240-773-5417
Det. Kim Foster, Investigator	240-773-5422
Det. Kathy Fumagalli, Investigator	240-773-5421
Det. John Higdon, Investigator	240-773-5432
Det. Deana Mackie, Investigator	240-773-5430
Det. Diane Quinn, Investigator	240-773-5420
Det. Gary Turner, Investigator	240-773-5418

Shift #2:

Sgt. Jack Hack, Supervisor	240-773-5409
Corp. Laura Lanham, Assistant Supervisor	240-773-5419
Det. Jackie Davey, Investigator	240-773-5439
Det. Winnie Johnson, Investigator	240-773-5435
Det. Scott Loomis, Investigator	240-773-5428
Det. Sally Magee, Investigator	240-773-5429
Det. Melinda McLean, Investigator	240-773-5427
Det. Louvenna Pallas, Investigator	240-773-5443
Det. Ralph Penn, Investigator	240-773-5426
Det. Holly Ryan, Investigator	240-773-5436

Juvenile Division
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Montgomery County Police Department, Family Services Division (continued)

Family Outreach Section:

Sgt. Ron Collins, Supervisor	240-773-5440
Corp. Meredith Dominick, Assistant Supervisor	240-773-5053

Case Screening Unit

(Assist Children, Under the Age of 18), Who Have Become
Involved in the Juvenile Justice System – Refer Qualifying
Cases to S.A.S.C.A.)

Richard Davis, Case Screener	240-773-5408
Det. Jane Milne, Case Screener	240-773-5407

Domestic Violence Unit

(Investigates Domestic Violence Cases)

Det. Charlie Drengwitz, Investigator	240-773-5444
Det. Cristy A. Erazo, Investigator	240-773-5052
Shelley (Lipton) Lemmond, Victim Case Coordinator	240-773-5447
Det. Pete Worden, Investigator	240-773-5449

Missing Children's Unit (Under the Age of 18)

(Investigate Runaway, Missing Children, and Parental Abduction
Cases Involving Children Under the Age of 18)

Det. Gary Irwin, Investigator	240-773-5441
Det. Victor Kennedy, Investigator	240-773-5424
Det. Karen Palardy, Investigator	240-773-5433

Pedophile Section:

(Investigate Stranger Sex Assaults, Sex Offense Cases, and Cases Involving
Montgomery County Public School Employees. The Pedophile Section Handles
the Sex Offender Registry and Investigates Internet Sex Crimes Involving
Children)

Sgt. Richard L. Cage, Supervisor	240-773-5411
Corp. Jim Cunningham, Assistant Supervisor	240-773-5415
Det. Edward Grapski, Investigator	240-773-5434
Det. Don Inman, Investigator	240-773-5414
Daryl Leach, Child Victim Case Coordinator	240-773-5413
Det. Mike Parker, Investigator	240-773-5416

Juvenile Division
Personnel Directory
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Public Defenders Office, Juvenile Court Team
27 Courthouse Square, Rockville, Maryland 20850

301-279-1660

Delinquency Division:

Penny Kahn, Chief Juvenile Court Attorney
Lisa Barton, Assistant Public Defender
Dennis Kelly, Assistant Public Defender
Anita Paniker, Assistant Public Defender

Amy Cohen, Legal Assistant/Juvenile Intake
John Buettner, Rockville Intake Supervisor
Dorothy Bernier, MCDC Intake Supervisor

CINA Division:

Vanita Taylor, Chief Attorney
Sylvia Long, Supervising Attorney
Mary Kay Canarte, Assistant Attorney
Robin Duncan Culbertson, Assistant Attorney

410-223-3778

301-279-1660

301-279-1660

301-279-1660

Rosina Awunyo, Paralegal

301-279-1384

Sheriff's Office

Judicial Center, 50 Maryland Avenue, T-8, Rockville, Maryland 20850

Chief Deputy Darren Popkin, Administration
Capt. Mark Bonanno, Juvenile Court Matters
Lt. Brian Roynestad, Juvenile Court Matters
Sgt. Mark Collins, Juvenile Court Matters
Lt. Christina Calantonio, Juvenile Warrants

240-777-7043

240-777-7042

240-777-7017

240-777-7013

240-777-7022

DIRECTORY
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CIRCUIT COURT JUVENILE DIVISION
AND AFFILIATED AGENCIES

CIRCUIT COURT FOR MONTGOMERY COUNTY:

County and Circuit Administrative Judge

Judicial Center, 50 Maryland Avenue, Room 312, Rockville, Maryland 20850

Ann S. Harrington 240-777-9180

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Judicial Center, 50 Maryland Avenue, Room 301, Rockville, Maryland 20850

Pamela Q. Harris, Court Administrator 240-777-9103

Glenda L. Guzinski, Assistant Court Administrator 240-777-9109

Clerk of the Court

Judicial Center, 50 Maryland Avenue, Room 122A, Rockville, Maryland 20850

Molly Ruhl 240-777-9466

Circuit Court Juvenile Judges

27 Courthouse Square, 1st and 3rd Floors, Rockville, Maryland 20850

Marielsa A. Bernard (Courtroom 19)	Caren Montgomery, Secretary Keri Smolka, Law Clerk	240-777-9366
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Dennis M. McHugh (Courtroom 20)	Trish May, Secretary Cory Mettee Birdsall, Law Clerk	240-777-9360
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Katherine D. Savage (Courtroom 18)	Karen Bushell, Secretary Matthew McKenna, Law Clerk	240-777-9372
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Juvenile Division Coordinator

27 Courthouse Square, 3rd Floor, Rockville, Maryland 20850

Madeleine Jones 240-777-9118

Juvenile Case Managers

Judicial Center, 50 Maryland Avenue, Room 307, Rockville, Maryland 20850

Alma Lopez-Mitchell 240-777-9171

Shodriette Kelly 240-777-9172

Ann Wilson 240-777-9343

MONTGOMERY COUNTY CIRCUIT COURT

JUVENILE DIVISION

SERVICES & SERVICE INITIATIVES

The legislative transfer plan for the Juvenile Court in Montgomery County became a reality on March 1, 2002. An improvement plan for services dedicated to the County's juvenile population has been in progress for a number of years, and most recently manifested its presence in the Juvenile Assessment Center that opened its doors for business in 2001. The Juvenile Assessment Center houses three predominant organizations that touch the lives of the youth of Montgomery County --Family Division of the Montgomery County Police Department, Department of Juvenile Justice and certain offices of the County's Department of Health and Human Services. The Montgomery County Circuit Court has planned for the eventual transfer of Juvenile Court jurisdiction since the inception of the Circuit Court Family Division in 1998.

In September 2000, the Collaboration Council for Children, Youth and Families brought together representatives of the County Attorney's Office, Public Defender's Office, private bar, Health and Human Services, Circuit Court Family Division, mental health professionals, Judge McHugh, Judge Wills (retired), and other community support groups. These representatives discussed many aspects of CINA cases and explored possible projects that would improve the quality of service to the families coming before the juvenile justice system. The project chosen by these representatives was the development of an alternative dispute resolution plan for dependency mediation. Substantial research by subcommittees and discussion among the members of this ad hoc child welfare and courts collaboration group has resulted in a plan for dependency mediation at the pre-adjudicatory stage of CINA proceedings in the Circuit Court, Juvenile Court Division. Mediation at the pre-trial stage of the case represents an original initiative in alternative dispute resolution in Maryland.

The Collaboration Council secured funding from the Maryland Mediation and Conflict Resolution Office (MACRO) and the Governor's Office for Crime Control and Prevention for the start-up phase of the new program. Stakeholder orientation sessions were held, as were two four-day training programs (with an additional court observation day) in June and September 2002, with an additional mediator training scheduled for September 2003. These training sessions are open and free of charge to all mediators who have the 40-hour basic mediation training as prescribed in Rule 17-101, et seq., Maryland Rules of Procedure.

The mediation program began mediating CINA cases in November 2002 and is an integral part of the Juvenile Court Differentiated Case Management Plan, helping to bring cases to timely and appropriate disposition. The goal of dependency mediation is to bring together those parties who are influential in the child's life in order that everyone

may craft a plan for securing the welfare of the child and affording a collaborative resolution to the Court.

A future initiative will involve the development of ADR mediation at the permanency planning stage and TPR (termination of parental rights) stage of CINA cases. This type of alternative dispute resolution has proven viable in nationwide studies and elicited a positive approval consensus among the collaboration group for consideration when the Juvenile Court Division has adjusted to the more immediate changes instituted by the transfer, and more specifically the tracking system under the DCM plan.

A timely resolution to the conflict before the Court has been proven beneficial to the children in other jurisdictions nationwide. In order to ensure an appropriate and timely resolution in child welfare cases and delinquency matters, the Court has developed the DCM plan for juvenile causes. An all-important element of the DCM plan is a dedicated, knowledgeable staff to provide oversight for the management and delivery of services.

Court staff consists of a Juvenile Coordinator and three Case Managers for Juvenile Causes. (These positions reflect a similar structure in the Circuit Court Family Division where there is a Family Division Coordinator and four Family Division Case Managers.)

The Juvenile Coordinator provides oversight of the DCM plan, the Juvenile Case Managers, and develops future plans for the Juvenile Court under the direction of the Circuit Court Administrator and Administrative Judge.

While there exist different philosophic views with regard to the Court's role in family matters, in recent years Maryland has chosen a more holistic approach to resolution of family conflict. Nowhere will this be more evident than in the Juvenile Courts of Maryland.

The County has already responded to youthful offenders by establishing a number of programs dedicated to addressing the minor offenders' needs in an attempt to divert the youths from entering the Juvenile Court system. The SASCA (Screening & Assessment Services for Children and Adolescents) that began in 1997 is a prime example of such a program available to the minor offender and the youth's family at the new Juvenile Assessment Center. In the event such services fail, County agencies, such as the Child Welfare Offices of the Department of Health and Human Services, provide family background histories to the Juvenile Court. The County also provides access to diagnostic programs to enable the Judges to make informed decisions with regard to the minor in both child welfare and delinquency actions.

An additional service to the Court and community has come from the development of a more connective relationship with the Department of Juvenile Services to provide the Juvenile Judges with complete and current information on available post-adjudicatory options for the youthful offender

While it would be fiscally impossible to develop numerous individual programs for the children and families involved in the juvenile justice system, substantial resources exist for children and their families within the County network. Facilitating access to these resources continues to be an essential objective of the case management support staff.

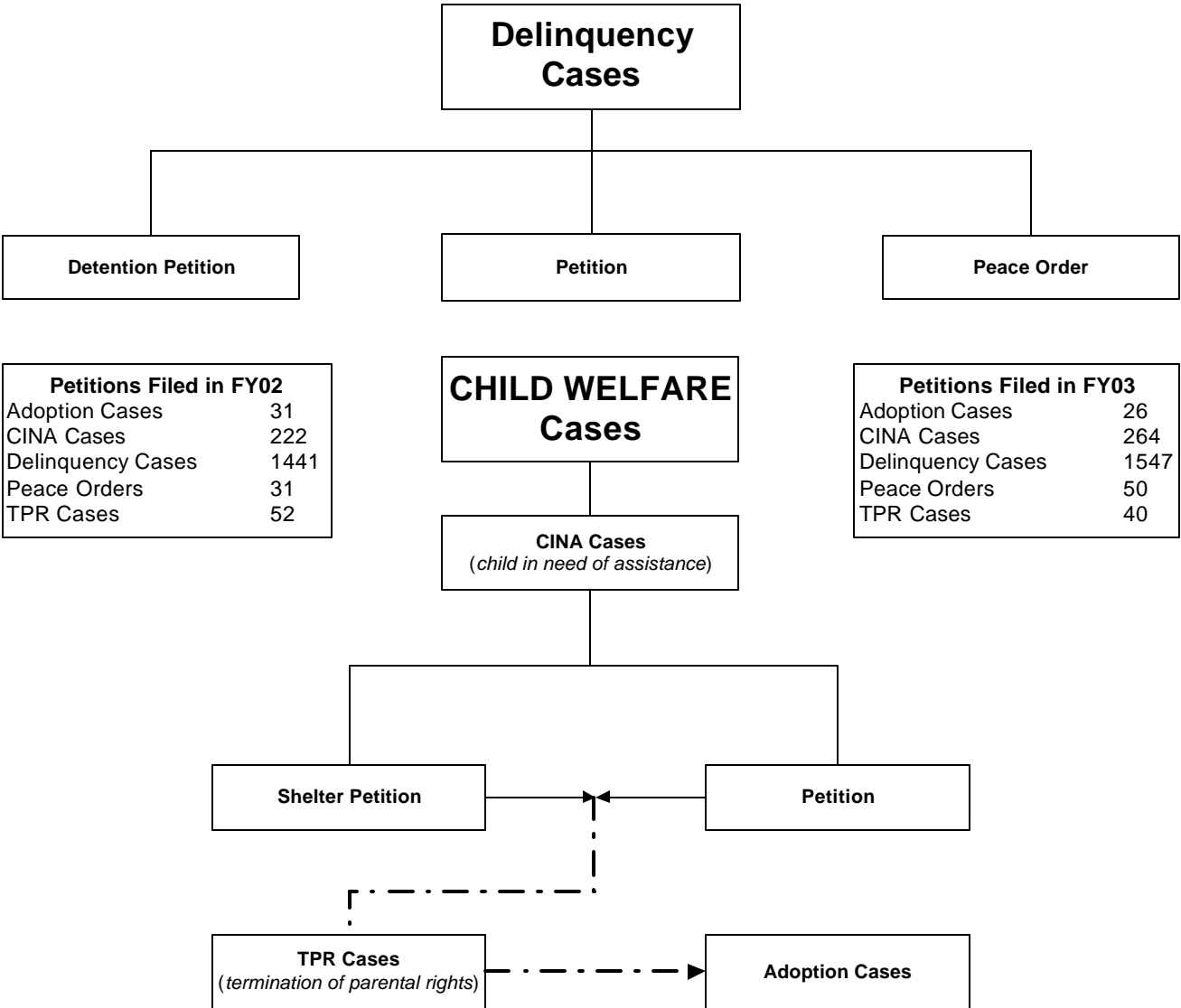
The Juvenile Coordinator and Case Managers, in cooperation with the Circuit Court Family Division staff, will work to access, and where necessary, help develop new programs recognizing the changing demographics and the ethnic diversity of those individuals and families coming before the Courts in this County.

PROCEDURES FOR CONTINUANCES IN JUVENILE MATTERS

Pursuant to Maryland Rule 16-101(d)(3)(ii) and Title 11 – Juvenile Causes, the following is the policy for continuances of juvenile matters in the Circuit Court for Montgomery County, Maryland:

1. All trial continuances in juvenile matters are to be referred to the Circuit Court County Administrative Judge or designee in his/her absence.
2. All motions for continuances filed in advance of the trial date are to be referred to the Juvenile Case Managers for review and ruling by the Circuit Court County Administrative Judge or designee in his/her absence.
3. Due to the duties associated with the administration of the court, personal trial calendar, leave status, or any other activity that would require the absence of the County Administrative Judge, a designation order will be signed by the County Administrative Judge assigning an Acting County Administrative Judge for a specified time period to handle the associated administrative functions.

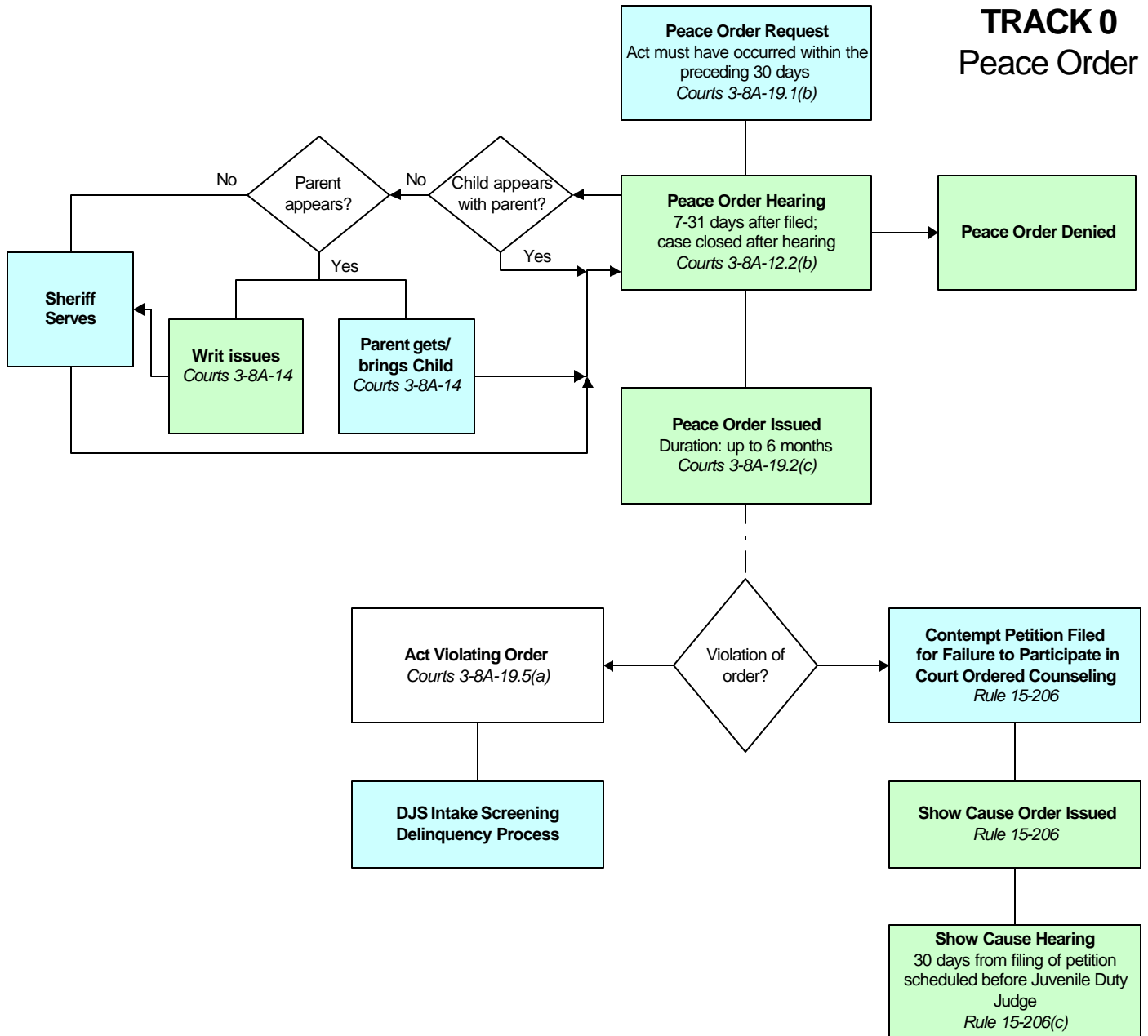
Juvenile Case Overview



JUVENILE CASE TRACKING GUIDELINES

EVENT	TRACK 0 (Peace Order)	TRACK 1 & COMPLEX TRACK 5 (Delinquent Detention/ Shelter Care)	TRACK 2 & COMPLEX TRACK 6 (Delinquent Non- Detention)	TRACK 3 & COMPLEX TRACK 7 (CINA Shelter)	TRACK 4 & COMPLEX TRACK 8 (CINA Non- Shelter)	TRACK 9 Termination of Parental Rights (TPR)	TRACK 10 (Adoption)
	DAY	DAY	DAY	DAY	DAY	DAY	DAY
Petition Filed	1		1		1	1	1
Peace Order Hearing	Up to Day 10						
Detention/Shelter Care Hearing		1					
Shelter Care Hearing				1			
Parties Served TPR & Adoption Petitions						Up to Day 90	Up to Day 90
Preliminary Inquiry			Up to Day 14		Up to Day 14		
Service Status Hearing (if parties are not served TPR petition)						91	
Scheduling Conference						14 to 21 (from filing of objections)	
Expert Witnesses Identified						Up to Day 20 (from sched conf)	
Discovery Complete		Up to Day 10	Up to Day 21	8	Up to Day 24	Up to Day 45 (from sched conf)	
Motion Cut-off Date						Up to Day 60 (from sched conf)	
Pretrial/Settlement Conference		Day 14 to 17	Day 35 to 42	Day 14 to 17	Day 35 to 42		
Pretrial/Settlement/ Scheduling Conference							
Pretrial/Settlement/ Planning Conference						Up to Day 90 (from sched conf)	
Planning Conference							To be held if any objection(s) are filed
Adjudicatory Hearing		Up to Day 28	Up to Day 63	Up to Day 28	Up to Day 63		
Disposition Hearing		Up to Day 58	Up to Day 93	Up to Day 58	Up to Day 93		
Restitution Hearing		Up to Day 88	Up to Day 123				
Permanency Planning Status Conference				Up to Day 320	Up to Day 413		
Permanency Planning Hearing				Up to Day 365	Up to Day 458		
Trial						Up to Day 120 (from sched conf)	
Guardianship Review						Every 90 Days thereafter	
Adoption Hearing							After 30 Day revocation period has lapsed

TRACK 0 Peace Order



TRACK 0

PEACE ORDERS

Process Summary:

Under Section 3-8A-19.1 of the Courts Article, the Maryland Department of Juvenile Services (DJS), as opposed to the general public in adult cases, may file a Peace Order Request with the Juvenile Court. DJS must follow the inquiry procedure in accordance with Section 3-8A-10 of the Courts Article. While the State's Attorney's Office is also authorized to file Peace Order Requests under the same section, it does not do so in Montgomery County at the present time.

In Montgomery County, a Peace Order Hearing is scheduled 7 to 10 days after the Request is filed. If the Court grants a Peace Order Request at the hearing, the resulting Peace Order will remain in effect for up to six months. While it can be modified, it may not be extended as the law indicates the offending behavior must have occurred in the last 30 days and has no provision for extension.

If a violation of a Peace Order is alleged and it is an act violating conditions concerning the victim, Section 3-8A-19.5(a) of the Courts Article, the violation is a separate delinquent act.

If the alleged violation is that of the Child or the victim failing to participate in counseling, a Show Cause Hearing is held.

DCM Track 0 Timeline:

Day 1: **Peace Order Request Filed**
Clerk's Office opens case; schedules hearing; issues summonses for Peace Order Hearing.

Up to Day10: **Peace Order Hearing**
If the Child and the parent (or guardian or custodian) do not appear at the first scheduled hearing, the Sheriff will serve. The hearing is continued for 21 days.

If the parent appears without the Child and it can be determined that a written promise was made by the parent to bring the Child to Court when requested, possible writ of attachment to be issued if parent cannot bring Child in that day.

Peace Order issues (if granted). If not served upon the parties in Court, Section 3-8A-19.3 of the Courts Article indicates that copies of the order may be mailed first class and that mailing the Peace Order by first class mail to the Child's last known address constitutes service and actual notice upon mailing.

[Case closed unless violation alleged.]

BUSINESS PRACTICES COLOR KEY GUIDE

- **AGENCY/PARTY Responsibility/Action**
- **COURT/COURT CLERK Responsibility/Action**
- **JUVENILE CASE MANAGEMENT Responsibility/Action**
- **ASSIGNMENT OFFICE Responsibility/Action**
- **NOTE**
- **IMPORTANT INFORMATION**

BUSINESS PRACTICES TRACK 0 PEACE ORDER

DCM Track 0 Timeline:

Day 1: **Peace Order Request Filed**

- Peace Order Request filed by the Department of Juvenile Services (or State's Attorney's Office).
- Clerk's Office opens case, enters case into computer.
- Clerk gets date from computer on Juvenile Duty Calendar and schedules Peace Order Hearing 7 to 10 days from filing.
- Clerk mails notices to DJS and victim, issues summonses to Respondent and parent(s)/guardian/custodian to bring Respondent to Court for Peace Order Hearing.

Up to Day 10: **Peace Order Hearing**

SERVICE ISSUE:

- If the Respondent and the parent(s)/guardian/custodian do not appear at the first scheduled hearing, formal service by the Sheriff should be ordered and the hearing continued for 14 days.
- If the parent(s)/guardian/custodian appears without the Respondent and it can be determined that a written promise was made by the parent(s)/guardian/custodian to bring the Respondent to Court when requested, possible writ of attachment to be issued if the parent(s)/guardian/custodian cannot bring Respondent in that day.

Respondent is to be given an opportunity to be heard on whether Court should issue Peace Order. (Courts, Section 3-8A-19.2(b)(1)) If the Respondent has been properly served but does not appear, a Peace Order may still be entered against Respondent. The Respondent can consent to the entry of a Peace Order. The Court must find by clear and convincing evidence that the Respondent committed the alleged act(s) AND is likely to commit an act enumerated in Section 3-8A-19.1 of the Courts Article against the victim in the future.

Consistent with Circuit Court procedure in other Peace Order hearings, the hearing will be held even if the Respondent (or the victim) does not appear, IF THE RESPONDENT HAS BEEN PROPERLY SERVED.

Peace Order issues (if granted): (see attached PEACE ORDER)

- Judge completes Peace Order generated by computer.

- Copies distributed to parties present. Parties not present sent copy by first class mail (Courts, Section 3-8A-19.3(a)).
- Copy of order(s) to be sent to the Sheriff's Office or other law enforcement agency as designated by the Court and any other person designated by the Court.

Section 3-8A-19.3 of the Courts Article indicates that mailing the order by first class mail to the Respondent's last known address constitutes service and actual notice.

[Case closed unless violation alleged.]

VIOLATION ALLEGED:

Acts against the victim: To be handled via the DJS intake procedure as delinquent acts—there should be no direct filings of violations by the victims in Court.

- Refer victims reporting violations to DJS.

Failure to complete counseling: Notice of violation filed by DJS or by counseling program. Court issues Show Cause Order.

- Clerk docket, schedules hearing based on available dates before Judge who issued original Peace Order when that Judge is scheduled for duty, and sends out notices to DJS, counseling service provider, and victim and summonses to Respondent and parent(s)/guardian/custodian for contempt hearing.

**IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND
SITTING AS A JUVENILE COURT**

Maryland Department of Juvenile Services
Petitioner

v.

Respondent

Petition Number: _____

PEACE ORDER REQUEST

The Petitioner, the Maryland Department of Juvenile Services, requests that a Peace Order protecting (victim name) _____ from the Respondent (name) _____ be issued. The

Respondent committed the following acts against the Victim: (Check all that apply)

____ Caused serious bodily harm	____ Harassment
____ Placed Victim in fear of imminent serious bodily harm	____ Stalking
____ Assault (any degree)	____ Trespass
____ Rape/Sexual Offense (or Attempt)	____ Malicious Destruction of Property
____ False Imprisonment	

The Victim filed a complaint with the Department of Juvenile Services on (date) _____, within 30 days of the commission of these acts.

The details of the acts checked off above are: (State the date(s) and place(s) the act(s) occurred. Describe any injuries suffered. Be as specific as possible.) _____

The Victim and Respondent are involved in the following court cases:

Court	Kind of Case	Year Filed	Result or Status
_____	_____	_____	_____
_____	_____	_____	_____

Describe all other harm the Respondent has caused the Victim and give the date(s), if known:

The Petitioner is requesting that the Court order the Respondent:

____ NOT to commit or threaten to commit any of the acts listed above against _____

____ NOT to contact, attempt to contact, or harass _____ directly or indirectly.

____ NOT to go to the residence(s) at (address): _____

____ NOT to go to the following school(s) at (address): _____

____ NOT to go to the workplace(s) at (address): _____

I solemnly affirm under the penalties of perjury that the contents of this petition are true to the best of my knowledge, information, and belief.

Date

Petitioner/Phone Number

**IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND
SITTING AS A JUVENILE COURT**

Matter of: _____
Respondent

Petition Number: _____

PEACE ORDER

After the appearance of the ___Petitioner (the Maryland Department of Juvenile Justice), ___ Victim,
___Respondent, ___ Respondent's Counsel, and in consideration of the Petition (Peace Order Request)
and evidence, **the Court makes the following findings:**

A. ___ That the Petition for a Peace Order is denied.

B. ___ That the Respondent consents to the entry of a Peace Order.

OR ___ That there is clear and convincing evidence that within the 30 days before the Victim filed
the complaint with the Maryland Department of Juvenile Justice, the Respondent
committed the following act(s) against the Victim:

___ Acts that caused serious bodily harm: _____

___ Acts that placed Victim in fear of imminent serious bodily harm: _____

___ Assault (any degree)

___ Stalking

___ Rape/Sexual Offense (or Attempt) in any degree

___ Trespass

___ False Imprisonment

___ Malicious Destruction of Property

___ Harassment

AND ___ That there is clear and convincing evidence that the Respondent is likely to commit a
prohibited act in the future against the Victim.

Based on the foregoing findings, the Court hereby ORDERS:

___ 1. That this Order is in effect until (date)_____.

___ 2. That the Respondent SHALL NOT commit or threaten to commit or attempt to commit any of the
following acts against the victim: an act that causes serious bodily harm; an act that places the
victim in fear of imminent serious bodily harm; assault; rape; sexual offense; false imprisonment;
harassment; stalking; trespass; or malicious destruction of property.

___ 3. That the Respondent SHALL NOT contact (in person, by telephone, in writing, or by any other
means), attempt to contact, or harass the Victim.

___ 4. That the Respondent SHALL NOT go to or enter the residence(s) of the Victim at (address):
_____.

(Residence includes yard, grounds, outbuilding, and commons areas surrounding the dwelling.)

___ 5. That the Respondent SHALL STAY AWAY from:

___ The Victim's school(s) at: _____.

___ The Victim's workplace(s) at _____.

___ 6. That the Respondent and/or the Victim shall participate in professional counseling as follows:
_____.

Date

Judge

NOTICE TO RESPONDENT

Violation of this PEACE ORDER may be a delinquent act or a contempt of court or both and will result in further action by this Court

JUVENILE COURT PEACE ORDER CHECKLIST

- Complaint must be made to the Department of Juvenile Services within **30 days** of the commission of the act by the Respondent. DJS then processes the complaint through intake procedure and has up to 25 days to file a Peace Order Request (Courts, § 3-8A-10). State's Attorney may also file Peace Order Request. Victim may not file Peace Order Request directly with Court.

- Service Issue:

If the Respondent and the parent(s)/guardian/custodian do not appear at the first scheduled Peace Order Hearing, formal service by the Sheriff should be ordered and the hearing continued for 21 days as the initial notice was sent by first class mail.

If the parent(s)/guardian/custodian appears without the Respondent and it can be determined that a written promise was made by the parent(s)/guardian/custodian to bring the Respondent to Court when requested, writ of attachment to be issued per Courts, § 3-8A-15 unless the parent(s)/guardian/custodian can get and bring back the Respondent for the hearing within a reasonable time.

If the Respondent does not appear after being properly served, Peace Order may be issued without his/her presence.

- Qualifying acts, per Courts, § 3-8A-19.1:
 - (i) An act that causes **serious bodily harm**;
 - (ii) An act that **places the victim in fear of imminent serious bodily harm**;
 - (iii) **Assault** in any degree;
 - (iv) **Rape or sexual offense**, as defined in Article 27, §§ 462 through 464C of the Code or **attempted rape or sexual offense in any degree**;
 - (v) **False imprisonment**;
 - (vi) **Harassment**, as described in Article 27, § 123 of the Code;
 - (vii) **Stalking**, as described in Article 27, § 124 of the Code;
 - (viii) **Trespass**, as described in the Trespass subheading of Article 27 of the Code; or
 - (ix) **Malicious destruction of property**, as described in Article 27, § 111 of the Code
- Court must find by **clear and convincing evidence** that the Respondent committed one of the acts above **AND** is likely to commit an act enumerated in § 3-8A-19.1 of the Courts Article against the victim in the future. (Courts, § 3-8A-19.2(b)(1))
- Respondent can consent to the entry of a Peace Order.
- Respondent is to be given an opportunity to be heard on whether the Court should issue a Peace Order. (Courts, § 3-8A-19.2(b)(1)) If the Respondent is properly served but does not appear, Peace Order may still be entered against Respondent. (First hearing is not proper service as these are sent first class mail.) If the Respondent does not appear at the first scheduled hearing, formal service by the Sheriff should be ordered and the hearing continued for 21 days.
- No right to counsel in a Peace Order proceeding (except contempt proceeding) (Courts, § 3-8A-20(c)).

- Peace Orders issue for up to 6 months: no basis for renewal. Court must tailor relief to that which is “minimally necessary” to protect victim. (Courts, § 3-8A-19.3(c))
- Relief that may be granted in a Peace Order:
 - (i) Order the respondent to refrain from committing or threatening to commit an act specified in § 3-8A-19.1 (b) of this subtitle against the victim;
 - (ii) Order the respondent to refrain from contacting, attempting to contact, or harassing the victim;
 - (iii) Order the respondent to refrain from entering the residence of the victim;
 - (iv) Order the respondent to remain away from the place of employment, school, or temporary residence of the victim; and
 - (v) Direct the respondent or the victim to participate in professionally supervised counseling.

Please note that, unlike adult Peace Orders, where mediation is one of the forms of relief that can be ordered if the parties are amenable, mediation is not a form of relief available for Juvenile Peace Orders. This may be because informal adjustment has not been agreed to by the parties or has failed or has been deemed inappropriate by DJJ.

- If not served upon the parties in Court, Peace Orders may be mailed first class. §3-8A-19.3 of the Courts Article indicates that mailing the Peace Order by first class mail to the Respondent’s last known address constitutes service and actual notice upon mailing.

MODIFICATION

- To modify or rescind an existing Peace Order, the Court must first give notice to the victim and the Respondent; and hold a hearing. (Courts, § 3-8A-19.4)

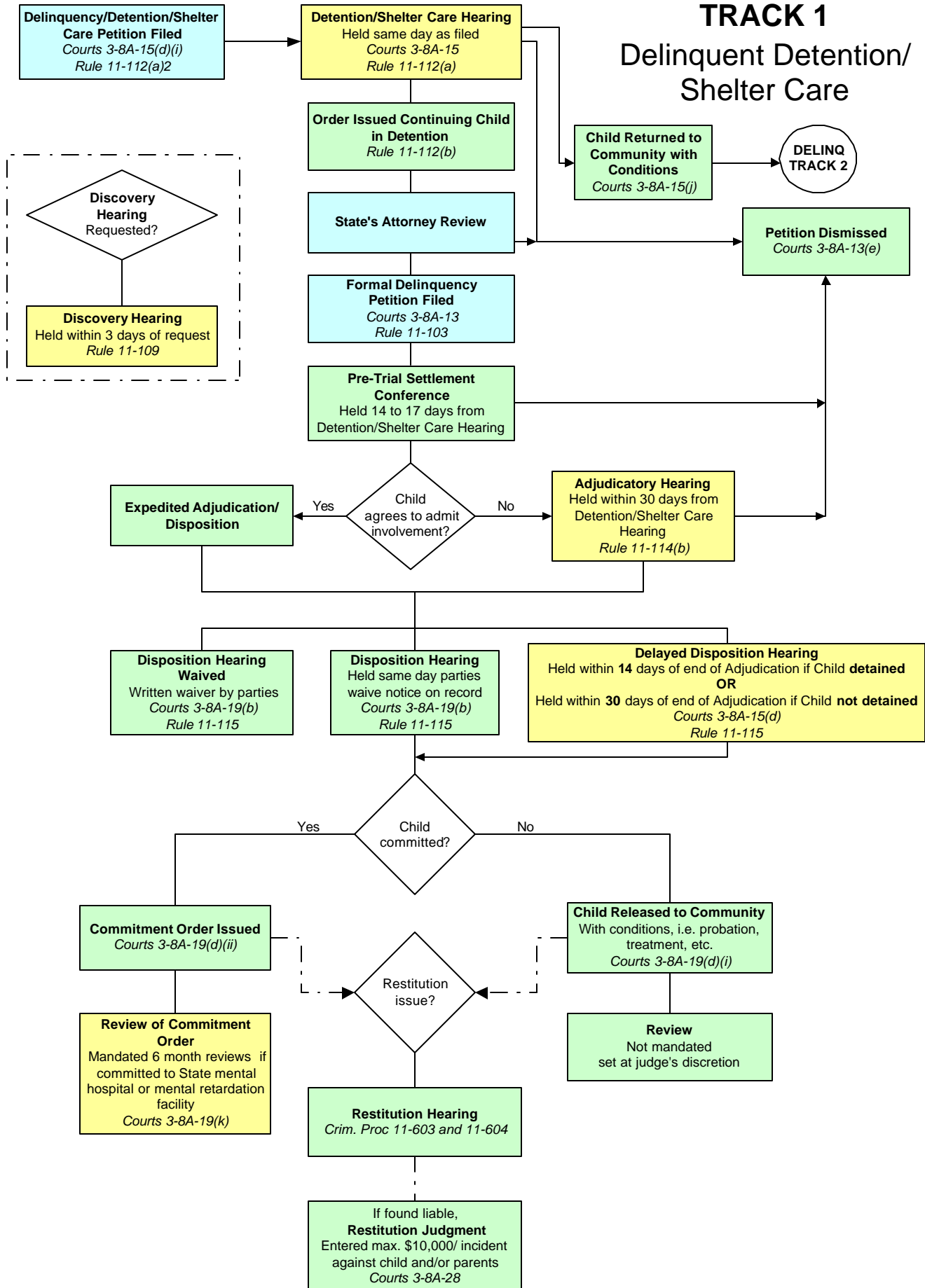
VIOLATION

- Violations of provisions of a Peace Order related to the protection of a victim, i.e. no contact constitute delinquent acts and should be handled via the Department of Juvenile Justice’s intake procedure for allegations of delinquent acts. (Courts, § 3-8A-19.5, Provisions related to § 3-8A-19.2 (c) (1) (i), (ii), (iii), or (iv))
- Failure to attend counseling supervised by a professional constitutes a constructive civil contempt under Rule 15-206 and, at the discretion of the Court, a Show Cause Order may be issued and a hearing scheduled.

RENEWAL/EXTENSION

- There is currently no legal basis for the renewal or extension of a Peace Order beyond the 6-month maximum term.

TRACK 1 Delinquent Detention/ Shelter Care



TRACK 1

DELINQUENT DETENTION/SHELTER CARE

Process Summary:

According to Section 3-8A-15(d) of the Courts Article, the intake officer who authorized detention or shelter care must immediately file a petition requesting its continuation. The Court must hear that petition no later than the next day that the Court is in session, with reasonable notice given to the Child and parents, if they can be found. [*Notice may be oral.*] The Judge in Juvenile Duty rotation will handle Detention/Shelter Care Hearings.

If the Court authorizes continued Detention/Shelter Care, the case must begin adjudication within 30 days and the Court must, as part of a hearing, review the continued Detention/Shelter Care every 14 days if the Child is in detention or every 30 days if the Child is in shelter care until adjudication is completed. Further, no matter what the custody status, a case must begin adjudication within 60 days of service of the petition unless the Court finds extraordinary cause for the case to be extended. If the Child is returned to the custody of his/her parent(s) or guardian prior to the Pre-Trial Settlement Conference, the case track designation will change to TRACK 2.

The State's Attorney's Office reviews the Detention/Shelter Care petition filed by the Department of Juvenile Services (DJS) and files an amended petition formally charging the Child (Respondent) once it receives DJS authorization or, where a felony has been alleged, overridden DJS's decision to deny the filing of a petition. The State's Attorney's Office serves the petition on the Child and his/her parent/guardian/custodian prior to or at the next scheduled event. The State's Attorney's Office may, in its discretion, also return the case to DJS for informal adjustment (omitted from flowchart) or dismiss the petition outright.

Approximately 2 weeks After the Detention/Shelter care hearing, the Pre-Trial Settlement Conference will be held before the Judge in the Juvenile Duty rotation to determine whether the case can be resolved on an expedited basis without an Adjudicatory Hearing. The Judge handling the Delinquency docket will back up the Duty Judge to take pleas, if necessary. Those cases that are not resolved will proceed to the scheduled Adjudicatory Hearing on a Delinquency docket no more than 28 days from the Detention/Shelter Care Hearing.

A local practice currently places some cases on a stet/stay docket prior to adjudication in a manner similar to Rule 4-248 under Title 4, Criminal Causes, for which there is no equivalent procedure under Title 11, Juvenile Causes.

If the Child admits or is found to have been involved (committed the alleged acts), the case must proceed to disposition on the same day if the parties waive notice on the record, or within 14 days if the Child continues to be detained, with reviews to be conducted every 14 days thereafter (Section 3-8A-15(e) of the Courts Article), or 30 days if the Child is released. The Disposition Hearing may be waived if there is a written waiver by all the parties (Section 3-8A-19(b) of the Courts Article).

The Court must issue an order if the Child is to be committed to the custody or guardianship of the Department of Juvenile Services, the Department of Health and Mental Hygiene (DHMH), or a public or licensed private agency (Section 3-8A-19(d)(ii) of the Courts Article). The Child may not be committed for more than 3 years (Section 3-8A-24 of the Courts Article), though this order may be renewed until the Child is 21. If the Child is committed to a state mental hospital or mental retardation facility, the Court must receive progress reports every six months from DHMH and hold commitment order review hearings to determine whether the placement continues to be appropriate (Section 3-8A-19(k) of the Courts Article).

If there is a restitution issue that will be contested by the Child or his/her parent(s), a hearing must be held. If the Child and/or his/her parents are found liable, then a Restitution Order is entered against them by the Court (maximum \$10,000 per incident) (Sections 11-603 and 11-604 of the Criminal Procedure Article).

DCM Track 1 Timeline:

Day 1: **Delinquency Detention/ Shelter Care Hearing**

Petition is filed by DJS. Clerk opens case, and generates initial Scheduling Order. At the hearing, the Child is served with the petition, advised of the charges, advised of his/her right to an attorney (the Public Defender's Office represents the Child at the Detention/Shelter Care Hearing, but may not become the attorney of record for subsequent events) and given the Scheduling Order. The Court determines Detention/Shelter Care status and the appropriate order. The State's Attorney and Public Defender complete and file the DCM Information Sheets.

Section 3-8A-15(j) of the Courts Article allows the Court to impose, as a condition of release pending an Adjudicatory Hearing, reasonable provisions to protect the victim where the victim has requested "reasonable protections for safety." Information as to whether the victim has made such a request should be part of the information collected in DJS' s intake process.

If the Child is conditionally released from Detention/Shelter Care pending the Adjudicatory Hearing as per Section 3-8A-15(j) of the Courts Article, TRACK ASSIGNMENT CHANGES TO TRACK 2; Track 2 Scheduling Order issues in Court, generated by the courtroom, unless the State moves to dismiss the petition.

BUT if one of the conditions is **Home Electronic Monitoring**, the **TRACK DOES NOT CHANGE**.

If no line entering an attorney's appearance is filed within a week of the Detention/Shelter Care Hearing, the Court appoints an attorney for the Child (Respondent).

Up to Day 7: **Discovery**

Discovery Packet to be delivered to Child's Counsel by State's Attorney within 5 days of the entry of appearance of counsel for the Child in accordance with Rule 11-109. Preferred practice: State's Attorney's Office to present discovery packet and file the discovery certification at the Detention/Shelter Care Hearing or immediately thereafter.

Day 14 to 17: **Pre-Trial Settlement Conference**

Agreement reached on one or more petitions: Plea taken or scheduled on the next Pre-Trial Settlement Conference date *[or a date prior to the Adjudicatory Hearing date (Day 28 after service) if the plea is extremely lengthy]*. The parties file a plea memorandum with the Court within 3 days of the Pre-Trial Settlement Conference whenever a plea agreement is not taken that day. When the taking of a plea agreement (Adjudicatory Hearing/No Witnesses) is delayed from the original Pre-Trial date, the Adjudicatory Hearing date will not be removed from the calendar until the plea of involvement is taken by the Court. If a plea agreement collapses, the case proceeds to the scheduled Adjudicatory Hearing date.

Court proceeds to the Disposition Hearing immediately if parties waive notice on the record. A Disposition Hearing may be waived with a written waiver by all parties. A Disposition Hearing may also be conditionally waived for the purposes of completion of programs, etc. If the conditions are not met, a Disposition Hearing is scheduled.

Disposition Hearing may be delayed up to 14 days if Child continues to be detained or is placed in detention or 30 days if Child is released from detention.

[In Montgomery County, the Court typically holds an immediate disposition (since a record check is available and a social history may have been done relatively recently in another petition) with the understanding that if the social history turns up any unknown issues like a drug problem, a review will be held and the conditions modified.]

No Agreement: Proceed to previously scheduled Adjudicatory Hearing. (Confirm or modify dates in Scheduling Order; request for extension beyond statutory deadline on basis of extraordinary cause to be ruled upon by the Administrative Judge.)

Court to hold a hearing to review detention status every 14 days until commitment order issued.

Up to Day 28: **Adjudicatory Hearing**

If the Child is found to have been involved (committed the alleged acts), the case proceeds to **Disposition** and a possible **Restitution Hearing** as above.

Up to Day 58: **Disposition Hearing** (if not held same day or waived)

[Case closed for statistical purposes regarding time to disposition.]

Up to Day 88: **Restitution Hearing** (if not resolved by agreement by Disposition Hearing, date may be adjusted)

BUSINESS PRACTICES COLOR KEY GUIDE

- **AGENCY/PARTY Responsibility/Action**
- **COURT/COURT CLERK Responsibility/Action**
- **JUVENILE CASE MANAGEMENT Responsibility/Action**
- **ASSIGNMENT OFFICE Responsibility/Action**
- **NOTE**
- **IMPORTANT INFORMATION**

BUSINESS PRACTICES

TRACK 1

DELINQUENT DETENTION/SHELTER CARE

DCM Track 1 Timeline:

Day 1: **Delinquency Detention/Shelter Care Hearing:**

Petition filed by DJS. [*Montgomery County holds hearing the same day that the petition is filed.*]

- Clerk opens case, adds to existing file or generates a new file if necessary, enters case into computer, schedules hearing (Juvenile Duty Docket, 1:30 p.m. same day), makes 4 copies of petition for distribution at hearing, places in file.
- Assignment Office to receive a computer-generated report of cases scheduled for that day's Detention/Shelter Hearings by noon.

At the hearing, the Respondent is served with the petition, advised of the charges, advised of his/her right to an attorney (the Public Defender's Office represents the Respondent at the Detention Hearing, but may not become the attorney of record for subsequent events) and given Scheduling Order.

- Court determines detention/shelter care status.
- State's Attorney and Public Defender/Respondent's counsel complete and file DCM Information Sheet.
- Appropriate Track designated by the Court.
- Scheduling Order generated by Courtroom Clerk (5 copies: Court, DJS, State's Attorney, Respondent, and parent(s)). Computer generates one copy per party automatically. Dates may be adjusted if parties aware of conflict.
- Scheduling Orders distributed in Court.
- Appropriate order(s) (Commitment/HEM/Conditional release, evaluations) generated by Chambers and/or Courtroom Clerk, signed by Judge. Copies of Order(s) distributed in Court or by Chambers following hearing. Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- DCM Information Sheets docketed and filed by Clerk.

Courts, § 3-8A-15(j) allows the Court to impose, as a condition of release pending an Adjudicatory Hearing, reasonable provisions to protect the victim where the victim has requested "reasonable protections for safety". Information as to whether the victim has

made such a request should be part of the information collected in DJS' s intake process.

If the Respondent is conditionally released from Detention/Shelter Care pending the Adjudicatory Hearing as per Courts, § 3-8A-15(j), TRACK ASSIGNMENT CHANGES TO TRACK 2;Track 2 Scheduling Order generated by Courtroom Clerk [*but without a Preliminary Inquiry since Respondent has already been served with **the original** petition*].

BUT if one of the conditions is **Home Electronic Monitoring**, the **TRACK DOES NOT CHANGE** unless there is a waiver of the thirty-day statutory adjudication requirement by the Respondent.

If no line entering an attorney's appearance is filed within a week of the Detention Hearing, the Court appoints an attorney for the Respondent.

- The Clerk appoints an attorney off of the list, confirms availability, generates order of appointment, stamps Judge's signature to order, faxes petition(s) and Scheduling Order to attorney. Depending on timeframe and next hearing date, Clerk will either mail petition and Scheduling Order to attorney or advise attorney to pick up copy at the juvenile counter.

Up to Day 7: **Discovery**

Discovery packet to be delivered to Respondent's Counsel by State's Attorney within 5 days of the entry of appearance of Counsel for the Respondent in accordance with Rule 11-109. Preferred practice: State's Attorney's Office to present discovery packet and file the discovery certification at the Detention Hearing or immediately thereafter.

- State's Attorney files discovery certification with the Court.
- Certification of discovery docketed and filed by Clerk.
- Juvenile Case Managers to coordinate written motions, such as motions to compel discovery and motions to continue or change scheduled dates, once filed and docketed by the juvenile clerks. Juvenile Case Managers to clear new dates where motion to extend requires extraordinary cause finding and numbers of days of extension.
- Assignment Office to clear new dates with parties once other motions to continue granted, case removed from docket with code CONT DTBS (Date To Be Set) when court-interface computer programming fully implemented.

WHERE REPORTS/EVALUATIONS HAVE BEEN ORDERED BY THE COURT:

- NOTE: Rule 11-105 requires that reports of examinations are to be distributed by the Court to counsel when it receives the report but no later than 2 days prior to presentation at Court.
- Agency/evaluator files report/evaluation with the Court and provides service copies (3) to be distributed by the Court to the Judge who will handle the

case, Respondent's Counsel, and the State's Attorney (Rule 11-105—now applicable to Courts, § 3-8A-17).

- Juvenile Case Managers to get computer-generated report indicating due dates of reports, plans etc, to inform Court and follow-up if these are not timely.
- The Clerk docket the receipt of studies, evaluations, and reports in the computer, files the original, and calls private Counsel to let them know the report is ready for PICK UP or forwards copy to Public Defender (where appropriate) State's Attorney, and the Judge who ordered the particular examination and report—if the Judge is handling the disposition, etc. in the case.
- If Judge is assigned to case (post-adjudication), that Judge's Secretary is to create in-office file for Judge's copy—Judge's notes go into that file.

Day 14 to 17: Pre-Trial Settlement Conference

Held on Wednesdays on Juvenile Duty Docket, beginning 8:30 a.m., Delinquent Docket Judge to handle pleas, if available.

Agreement reached on one or more petitions: Plea taken or scheduled on the next Pre-Trial Settlement Conference date *[or a date prior to the Adjudicatory Hearing date (Day 28)]*. If the Plea date (Adjudicatory Hearing/No Witnesses) is delayed from the original Pre-Trial date, the Adjudicatory Hearing date will not be removed from the calendar until the plea of involvement is taken by the Court. If a plea agreement collapses, the case proceeds to the scheduled Adjudicatory Hearing date.

- Parties to file written memorandum detailing plea agreement within 3 business days of Pre-Trial Hearing, if plea is not taken the same day.
- Assignment Office is to follow up on plea memoranda and alert the Court if not filed by parties or if plea agreement does not materialize or collapses, with preference in the docket call of the re-set Pre-Trials to be given to those cases in which a memorandum has been filed.

Court proceeds to the Disposition Hearing immediately if parties waive notice on the record. A Disposition Hearing may be waived with a written waiver by all parties. A Disposition Hearing may also be conditionally waived for the purposes of completion of programs, etc. If the conditions are not met, a Disposition Hearing is scheduled.

Disposition Hearing may be delayed up to 14 days if Respondent continues to be detained or is placed in detention, or 30 days if Respondent is released from detention.

- Courtroom Clerk and Chambers generate any necessary orders, including Adjudication Orders, and Commitment Orders until Disposition if Disposition is to be delayed; orders for evaluations.

- Judge signs order(s).
- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Court sets Disposition and/or Restitution Hearing dates as necessary; assisted by Courtroom Clerk who obtains date(s) from Assignment Office/from computer for hearings.
- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.

[In Montgomery County, the Court typically holds an immediate disposition (since a record check is available and a social history may have been done relatively recently in another petition) with the understanding that if the social history turns up any unknown issues like a drug problem, a review will be held and the conditions modified.]

No Agreement: Proceed to previously scheduled Adjudicatory Hearing.

- Court confirms or modifies Adjudicatory Hearing date; request for extension beyond statutory deadline on basis of extraordinary cause to be ruled upon by the Administrative Judge.
- Clerk notes time required for Adjudicatory Hearing on Court Sheet.
- Assignment Office updates computer from Court Sheet.
- If ADJUDICATORY HEARING date changes, Courtroom Clerk obtains possible new dates from Assignment Office/from computer within the statutory deadlines unless extraordinary cause granted before Administrative Judge.
- Assignment Office to staff Delinquency Pre-Trial Hearings to facilitate confirmation/setting of Adjudicatory Hearing date.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.

Up to Day 28: **Adjudicatory Hearing**

- Assignment Office to call parties prior to Adjudicatory Hearing to determine whether the scheduled Adjudicatory Hearing will proceed as planned and scheduled, i.e. trial v. plea, duration, in order to solidify the Court calendar and

allocate appropriate Court resources. Assignment Office to keep Court informed about changes in scheduled events.

If the Respondent is found to have been involved (committed the alleged acts), the case proceeds to **Disposition** and a possible **Restitution Hearing** as above.

- Courtroom Clerk and Chambers generate any necessary orders, including Adjudication Orders, and Commitment Orders until Disposition if Disposition is to be delayed; orders for evaluations.
- Judge signs order(s).
- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Court sets Disposition and/or Restitution Hearing dates as necessary; assisted by Courtroom Clerk who obtains date(s) from Assignment Office/from computer for hearings.
- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.

Up to Day 58: **Disposition Hearing** (if not held same day or waived)

- Chambers and the Courtroom Clerk generate any necessary orders, including Commitment Orders. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Judge signs order(s), confirms Restitution Hearing necessity, date, and length. .
- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.

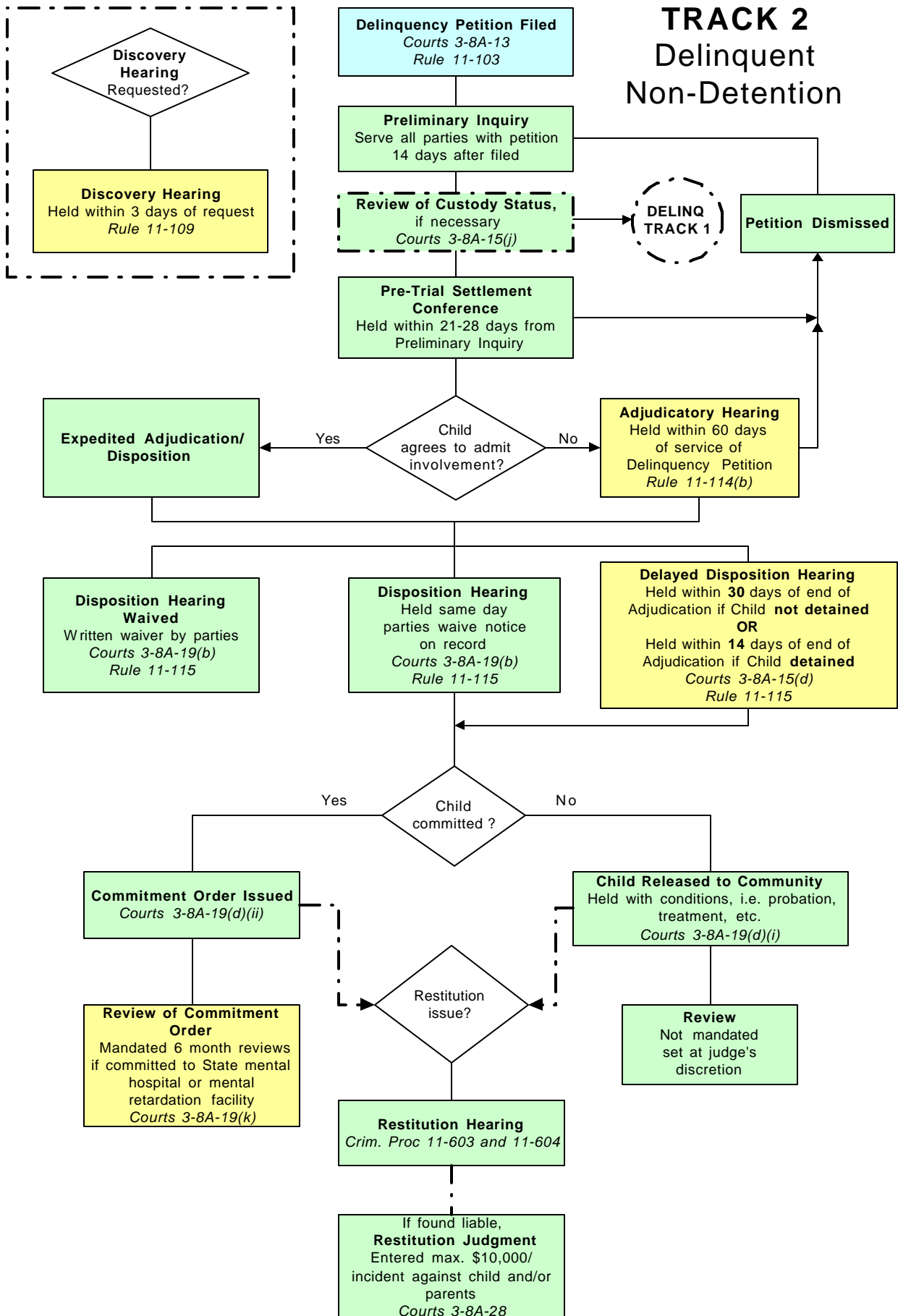
[Case closed for statistical purposes regarding time to disposition.]

Up to Day 88: **Restitution Hearing** (if not resolved by agreement by Disposition Hearing, date may be adjusted)

- Judge enters Judgment of Restitution as necessary.
- Clerk generates Restitution Order.
- Judge signs order(s).

- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders Judge enters Judgment of Restitution as necessary.

TRACK 2 Delinquent Non-Detention



TRACK 2

DELINQUENT NON-DETENTION

Process Summary:

The State's Attorney's Office files one or more petitions alleging delinquency [*all traffic citations are petitioned as well, so there is no parallel citation track and one consistent discovery policy is practiced, no matter whether the charge is a misdemeanor, a felony, traffic or otherwise*]. Because the Child is not in detention or shelter care, the Child and his/her parents are served the petition(s) at a Preliminary Inquiry before a Juvenile Court Judge. Delinquent Preliminary Inquiries will be scheduled in conjunction with CINA Preliminary Inquiries before the Juvenile Duty Judge no more than 14 days after the petition is filed.

In instances where a Child appears without a parent or a parent without a Child, service of process is not made at the Preliminary Inquiry. Where a writ of attachment (Section 3-8A-14(c) of the Courts Article) is determined to be unwarranted, the procedure will be for a Preliminary Inquiry to be set two weeks later and a summons, along with the petition and a new Scheduling Order, forwarded to the Sheriff's Office for service.

[If a change in custody status occurs in the petitioned case prior to the Pre-Trial Settlement Conference, the track designation will change to TRACK 1 and a new Scheduling Order issues. After the Pre-Trial Settlement Conference, the Track designation would NOT change.]

Between 21 and 28 days after the petition is served at the Preliminary Inquiry, a Pre-Trial Settlement Conference will be held before the Judge in the Juvenile Duty rotation to determine whether the case can be resolved on an expedited basis without an Adjudicatory Hearing. The Judge handling the Delinquency docket will back up the Duty Judge to take pleas, if necessary. Those cases that are not resolved will proceed to the Adjudicatory Hearing scheduled before the Judge assigned to the Delinquency docket no more than 49 days from the Preliminary Inquiry.

A local practice currently places some cases on a stet/stay docket prior to adjudication in a manner similar to Rule 4-248 under Title 4, Criminal Causes, for which there is no equivalent procedure under Title 11, Juvenile Causes.

If the Child admits or is found to have been involved (committed the alleged acts), the case must proceed to disposition on the same day if the parties waive notice on the record, or within 14 days if the Child continues to be detained, with reviews to be conducted every 14 days thereafter (Section 3-8A-15(e) of the Courts Article), or 30 days if the Child is released. The Disposition Hearing may be waived if there is a written waiver by all the parties (Section 3-8A-19(b) of the Courts Article).

The Court must issue an order if the Child is to be committed to the custody or guardianship of the Department of Juvenile Services, the Department of Health and

Mental Hygiene (DHMH), or a public or licensed private agency (Section 3-8A-19(d)(ii) of the Courts Article). The Child may not be committed for more than 3 years (Section 3-8A-24 of the Courts Article), though this order may be renewed until the Child is 21. If the Child is committed to a state mental hospital or mental retardation facility, the Court must receive progress reports every six months from DHMH and hold Commitment Order Review Hearings to determine whether the placement continues to be appropriate (Section 3-8A-19(k) of the Courts Article).

If there is a restitution issue that will be contested by the Child or his/her parent(s), a hearing must be held. If the Child and/or his/her parents are found liable, then a Restitution Order is entered against them by the Court (maximum \$10,000 per incident). (Sections 11-603 and 11-604 of the Criminal Procedure Article)

DCM Track 2 Timeline:

Day 1: **Delinquency Petition Filed**

The State's Attorney's Office files Petition along with DCM Information Sheet. Clerk issues and mails summonses for Child and parent/guardian/custodian.

Counsel filing a line entering his/her appearance on behalf of a Child must file with the line of appearance, a line, signed by both the Child and his/her parent/guardian/custodian authorizing Counsel to accept service on their behalf in order for the Preliminary Inquiry to be removed from the calendar.

Up to Day 14: **Preliminary Inquiry** (Service: Day 1.)

At the hearing, the Child and his/her parent/guardian/custodian are served with the petition, advised of the charges, and advised of his/her right to an attorney (referred to the Public Defender where appropriate) and given the Scheduling Order.

If neither the Child nor the parent/guardian/custodian appear, the Court should direct that the summons, along with the petition and a new Scheduling Order be forwarded to the Sheriff's Office for service.

When a parent does not appear, the Court should ascertain whether the Child is in foster care or otherwise under the care of a custodian or guardian who should be served in lieu of the parent and direct that the summons, along with the petition and a new Scheduling Order be forwarded to the Sheriff's Office for service upon that person instead.

If a parent appears without the Child, the Court should determine whether the parent knows where to find the Child. If the parent knows where the Child is, the Court should consider ordering the parent to bring the Child to Court by a certain time or face possible contempt proceedings with a writ of attachment to be issued for the Child. If the parent does not know

where to find the Child, the Court should consider issuing a writ of attachment under Section 3-8A-14 of the Courts Article.

Section 3-8A-15(j) of the Courts Article allows the Court to impose, as a condition of release pending an Adjudicatory Hearing, reasonable provisions to protect the victim where the victim has requested "reasonable protections for safety". Information as to whether the victim has made such a request should be part of the information collected in DJS' s intake process and forwarded to the State's Attorney and/or the Court.

If no line entering an attorney's appearance is filed within a week of the Detention/Shelter Care Hearing, the Court appoints an attorney for the Child (Respondent). Counsel completes and files DCM Information Sheet.

Up to Day 21: **Discovery** (Up to Day 7 after service.)

Discovery Packet delivered to Child/Counsel by State's Attorney within 5 days of the entry of appearance of counsel for the Child in accordance with Rule 11-109. Preferred practice: State's Attorney's Office to present discovery packet and file the discovery certification at the Preliminary Inquiry or immediately thereafter (unless a line has already been entered by Counsel).

If custody status changes PRIOR to the first Pre-Trial Settlement Conference, the track designation will change to TRACK 1 and a new Scheduling Order issues. No track changes will occur if custody status changes beyond the Pre-Trial Settlement Conference date.

Day 35 to 42 **Pre-Trial Settlement Conference** (Day 21 to 28 after service.)

Agreement reached on one or more petitions: Plea taken or scheduled on the next Pre-Trial Settlement Conference date *[or a date prior to the Adjudicatory Hearing date (Day 49 after service) if the plea is extremely lengthy]*. The parties file a plea memorandum with the Court within 3 days of the Pre-Trial Settlement Conference whenever a plea agreement is not taken that day. When the taking of a plea agreement (Adjudicatory Hearing/No Witnesses) is delayed from the original Pre-Trial date, the Adjudicatory Hearing date will not be removed from the calendar until the plea of involvement is taken by the Court. If a plea agreement collapses, the case proceeds to the scheduled Adjudicatory Hearing date.

Court proceeds to the Disposition Hearing immediately if parties waive notice on the record. A Disposition Hearing may be waived with a written waiver by all parties. A Disposition Hearing may also be conditionally waived for the purposes of completion of programs, etc. If the conditions are not met, a Disposition Hearing is scheduled.

Disposition Hearing may be delayed up to 14 days if Child is placed in detention or 30 days if Child remains in the community.

[In Montgomery County, the Court typically holds an immediate disposition (since a record check is available and a social history may have been done relatively recently in another petition) with the understanding that if the social history turns up any unknown issues like a drug problem, a review will be held and the conditions modified.]

No Agreement: Proceed to previously scheduled Adjudicatory Hearing. (Confirm or modify dates in Scheduling Order; request for extension beyond statutory deadline on basis of extraordinary cause to be ruled upon by the Administrative Judge.)

Up to Day 63: **Adjudicatory Hearing** (Up to Day 49 after service.)

If the Child is found to have been involved (committed the alleged acts), the case proceeds to **Disposition** and a possible **Restitution Hearing** as above.

Up to Day 93: **Disposition Hearing** (Up to Day 79 after service if not held same day or waived.)

[Case closed for statistical purposes regarding time to disposition.]

Up to Day 123: **Restitution Hearing** (Up to Day 109 after service if not resolved by agreement by Disposition Hearing, may be adjusted.)

BUSINESS PRACTICES COLOR KEY GUIDE

- **AGENCY/PARTY Responsibility/Action**
- **COURT/COURT CLERK Responsibility/Action**
- **JUVENILE CASE MANAGEMENT Responsibility/Action**
- **ASSIGNMENT OFFICE Responsibility/Action**
- **NOTE**
- **IMPORTANT INFORMATION**

BUSINESS PRACTICES TRACK 2 DELINQUENT NON-DETENTION

DCM Track 2 Timeline:

Day 1: **Delinquency Petition Filed:**

- The State's Attorney's Office enters the petition in the computer, files the petition along with DCM Information Sheet and 4 service copies of the petition.
- Clerk docket petition, adds to existing file or generates a new physical file if necessary, schedules Preliminary Inquiry Hearing (Juvenile Duty Docket, 8:30 a.m. the second Monday after filing), makes 4 copies of petition for distribution at hearing, places service copies in file.
- Clerk places 5 copies of initial Scheduling Order generated automatically by computer into file for distribution at Preliminary Inquiry: (5 copies: Court, DJS, State's Attorney, Respondent, and parent(s)/guardian/custodian). Computer generates one copy per party automatically.
- Clerk issues summonses for Respondent and parent(s)/guardian/custodian and mails first class mail.
- Counsel filing a line entering his/her appearance on behalf of Respondent must file with the line of appearance, authorization by both the Respondent and his/her parent(s)/guardian/custodian allowing Counsel to accept service on their behalf in order for the Preliminary Inquiry to be removed from the calendar.
 - Clerk hands or mails copies of petition and Scheduling Order to Counsel who has filed a line and obtained authorization for service of both parent(s)/guardian/custodian and Respondent.
 - Clerk cancels scheduled Preliminary Inquiry and notifies the Assignment Office.

Up to Day 14: **Preliminary Inquiry** (Service: Day 1.)

Held on Mondays on Juvenile Duty Docket, beginning 8:30 a.m.

- Courtroom Clerk checks in parties prior to the Court taking the bench, verifies addresses and phone numbers, serves petition and Scheduling Order WHEN both the Respondent AND parent(s)/guardian/custodian present. Both sign for their copy of the petition, summons, Scheduling Order.

At the hearing, the Respondent and his/her parent(s)/guardian/custodian are served with the petition, advised of the charges, and advised of his/her right to an attorney and given the Scheduling Order.

- Court via courtroom personnel distributes petition and Scheduling Order during hearings to late arrivals.
- Court confirms receipt of petition/Scheduling Order, advises of right to attorney, possibility of restitution and refers to Public Defender.
- If Respondent and parent(s)/guardian/custodian served, Clerk forwards copy of Scheduling Order to State's Attorney. Counsel for Respondent to receive copy upon filing line entering appearance.

If neither the Respondent nor the parent(s)/guardian/custodian appear, the Court should direct that the summons, along with the petition and a new Scheduling Order be forwarded to the Sheriff's Office for service.

- New Preliminary Inquiry set 2 weeks from original Preliminary Inquiry date (service outside state may require additional time). Pre-Trial Settlement Conference date to be scheduled on the third Wednesday after the Preliminary Inquiry.
- Clerk generates summonses for both Respondent and parent(s)/guardian/custodian, new Scheduling Order, forwards with copies of petition, advice of rights, and referral to Sheriff's Office marked 'RUSH' the same day to ensure service within 14 days.

When no parent(s) appears, the Court should ascertain whether the Respondent is in foster care or otherwise under the care of a custodian or guardian who should be served in lieu of the parent and direct that the summons, along with the petition and a new Scheduling Order be forwarded to the Sheriff's Office for service upon that person instead.

- New Preliminary Inquiry set 2 weeks from original Preliminary Inquiry date (service outside state may require additional time). Pre-Trial Settlement Conference date to be scheduled the third Wednesday after the Preliminary Inquiry.
- Clerk generates summonses for both Respondent and parent(s)/guardian/custodian, new Scheduling Orders, forwards with copies of petition and advice of rights, referral to Public Defender to the Sheriff's Office marked "RUSH" the same day to ensure service within 14 days.

If parent(s)/guardian/custodian appears without the Respondent, the Court should determine whether the parent knows where to find the Respondent. If the parent(s)/guardian/custodian knows where the Respondent is, the Court should consider ordering the parent(s)/guardian/custodian to bring the Respondent to Court by a certain time or face possible contempt proceedings. If the parent(s)/guardian/custodian does not know where to find the Respondent, the Court should consider issuing a writ of attachment under Courts, § 3-8A-145.

- Clerk generates writ of attachment, if directed by Court, and forwards to Sheriff's Office, OR:
- Clerk generates summonses for both Respondent and parent(s)/guardian/custodian, new Scheduling Orders, forwards with copies of petition, advice of rights, and referral to Public Defender to the Sheriff's Office marked "RUSH" the same day to ensure service within 14 days.

Courts, § 3-8A-15(j) allows the Court to impose, as a condition of release pending an Adjudicatory Hearing, reasonable provisions to protect the victim where the victim has requested "reasonable protections for safety." Information as to whether the victim has made such a request should be part of the information collected in DJS's intake process and forwarded to the State's Attorney and/or the Court.

- Appropriate order(s) (Commitment/HEM/Conditional release, evaluations) generated by Chambers and/or Courtroom Clerk, signed by Judge. Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- DCM Information Sheets docketed and filed by Clerk.

If no line entering an attorney's appearance is filed within a week of the Detention Hearing, the Court appoints an attorney for the Respondent.

- The Clerk appoints an attorney off of the list, confirms availability, generates order of appointment, stamps Judge's signature to order, and faxes petition(s) and Scheduling Order to attorney. In cases where the time between appointment of Counsel and the next scheduled hearing is less than 5 days, a one week re-set would be appropriate to allow Counsel to become familiar with case.

Up to Day 21: **Discovery** (Up to Day 7 after service.)

Discovery packet delivered to Respondent/Counsel by State's Attorney within 5 days of the entry of appearance of Counsel for the Respondent in accordance with Rule 11-109. Preferred practice: State's Attorney's Office to present discovery packet and file the discovery certification at the Preliminary Inquiry or immediately thereafter (unless a line has already been entered by Counsel).

- State's Attorney files discovery certification with the Court.
- Certification of discovery docketed and filed by Clerk.
- Juvenile Case Managers to coordinate written motions, such as motions to compel discovery and motions to continue or change scheduled dates, once filed and docketed by the juvenile clerks. Juvenile Case Managers to clear new dates

where motion to extend requires extraordinary cause finding and numbers of days of extension.

- Assignment Office to clear new dates with parties once other motions to continue granted, case removed from docket with code CONT DTBS (Date To Be Set) when court-interface computer programming fully implemented.

WHERE REPORTS/EVALUATIONS HAVE BEEN ORDERED BY THE COURT:

- **NOTE:** Rule 11-105 requires that reports of examinations are to be distributed by the Court to counsel when it receives the report but no later than 2 days prior to presentation at Court.
- Agency/evaluator files report/evaluation with the Court and provides service copies (3) to be distributed by the Court to the Judge who will handle the case, Respondent's Counsel, and the State's Attorney (Rule 11-105—now applicable to Courts, § 3-8A-17).
- Juvenile Case Managers to get computer-generated report indicating due dates of reports, plans etc, to inform Court and follow-up if these are not timely.
- The Clerk docket the receipt of studies, evaluations, and reports in the computer, files the original, and calls private Counsel to let them know the report is ready for PICK UP or forwards copy to Public Defender (where appropriate) State's Attorney, and the Judge who ordered the particular examination and report—if the Judge is handling the disposition, etc. in the case.
- If Judge is assigned to case (post-adjudication), that Judge's Secretary is to create in-office file for Judge's copy—Judge's notes go into that file.

NOTE: If custody status changes in the instant case PRIOR to the first Pre-Trial Settlement Conference, the track designation will change to TRACK 1 and a new Scheduling Order will issue. No track changes will occur if custody status changes beyond the Pre-Trial Settlement Conference. Assignment Office to be notified at Detention Hearing, if detained.

Day 35 to 42 **Pre-Trial Settlement Conference** (Day 21 to 28 after service.)

**Held on Wednesdays on Juvenile Duty Docket, beginning 8:30 a.m.,
Delinquent Docket Judge to handle pleas, if available.**

Agreement reached on one or more petitions: Plea accepted or scheduled on the next Pre-Trial Settlement Conference date *[or a date prior to the Adjudicatory Hearing date (Day 49)]*. The parties file a plea memorandum with the Court within 3 days of the Pre-Trial Settlement Conference whenever a plea agreement is not taken that day. When the taking of a plea agreement (Adjudicatory Hearing/No Witnesses) is delayed from the original Pre-Trial date, the Adjudicatory Hearing date will not be removed from the

calendar until the plea of involvement is taken by the Court. If a plea agreement collapses, the case proceeds to the scheduled Adjudicatory Hearing date.

- Parties to file written memorandum detailing plea agreement within 3 business days of Pre-Trial Hearing, if plea is not taken the same day.
- Assignment Office is to follow up on plea memoranda and alert the Court if not filed by parties or if plea agreement does not materialize or collapses, with preference in the docket call of the re-set Pre-Trials to be given to those cases in which a memorandum has been filed.

Court proceeds to the Disposition Hearing immediately if parties waive notice of the Disposition Hearing on the record. A Disposition Hearing may be waived with a written waiver by all parties. A Disposition Hearing may also be conditionally waived for the purposes of completion of programs, etc. If the conditions are not met, a Disposition Hearing is scheduled.

Disposition Hearing may be delayed up to 14 days if Respondent continues to be detained or is placed in detention, or 30 days if Respondent remains in the community.

[In Montgomery County, the Court typically holds an immediate disposition (since a record check is available and a social history may have been done relatively recently in another petition) with the understanding that if the social history turns up any unknown issues like a drug problem, a review will be held and the conditions modified.]

- Courtroom Clerk and Chambers generate any necessary orders, including Adjudication Orders, and Commitment Orders until Disposition if Disposition is to be delayed; orders for evaluations.
- Judge signs order(s).
- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Court sets Disposition and/or Restitution Hearing dates as necessary; assisted by Courtroom Clerk who obtains date(s) from Assignment Office/from computer for hearings.
- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.

No Agreement: Proceed to previously scheduled Adjudicatory Hearing. (Confirm or modify dates in Scheduling Order; request for extension beyond statutory deadline on basis of extraordinary cause to be ruled upon by the Administrative Judge. New Scheduling Order issued in Court by Courtroom Clerk.)

- Court confirms or modifies Adjudicatory Hearing date; request for extension beyond statutory deadline on basis of extraordinary cause to be ruled upon by the Administrative Judge.
- Clerk notes time required for Adjudicatory Hearing on Court Sheet.
- Assignment Office updates computer from Court Sheet.
- Assignment Office to staff Delinquency Pre-Trial Hearings to facilitate confirmation/setting of Adjudicatory Hearing dates.
- If ADJUDICATORY HEARING DATE changes, Courtroom Clerk obtains possible new dates from Assignment Office/from computer within the statutory deadlines unless extraordinary cause granted/deadline waived before Administrative Judge.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.

Up to Day 63: Adjudicatory Hearing (Up to Day 49 after service.)

- Assignment Office to call parties prior to Adjudicatory Hearing date to determine whether the scheduled Adjudicatory Hearing will proceed as planned and scheduled, i.e. trial v. plea, duration, in order to solidify the Court calendar and allocate appropriate Court resources. Assignment Office to keep Court informed about changes in scheduled events.

If the Respondent is found to have been involved (committed the alleged acts), the case proceeds to **Disposition** and a possible **Restitution Hearing** as above.

- Courtroom Clerk and Chambers generate any necessary orders, including Adjudication Orders, and Commitment Orders until Disposition if Disposition is to be delayed; orders for evaluations.
- Judge signs order(s).
- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Court sets Disposition and/or Restitution Hearing dates as necessary; assisted by Courtroom Clerk who obtains date(s) from Assignment Office/from computer for hearings.
- Assignment Office updates computer from Court Sheet.

- Assignment Office generates notices for any new hearing dates at Court's direction, mails.

Up to Day 93: **Disposition Hearing** (Up to Day 79 after service if not held same day or waived.)

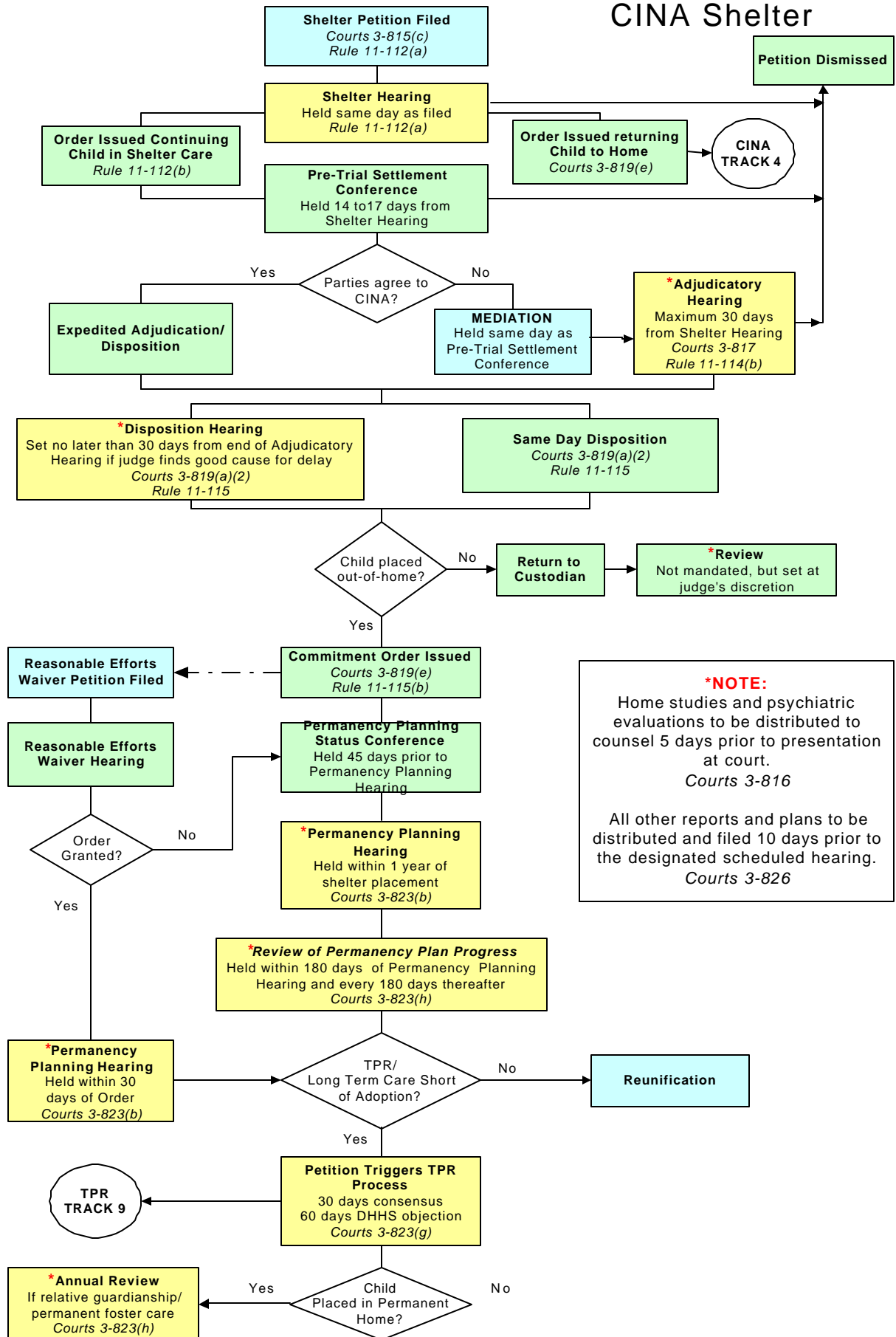
- Chambers and the Courtroom Clerk generate any necessary orders, including Commitment Orders. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Judge signs order(s), confirms Restitution Hearing necessity, date, and length. .
- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.

[Case closed for statistical purposes regarding time to disposition.]

Up to Day 123: **Restitution Hearing** (Up to Day 109 after service if not resolved by agreement by Disposition Hearing, date may be adjusted.)

- Judge enters Judgment of Restitution as necessary.
- Clerk generates Restitution Order.
- Judge signs order(s).
- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.

TRACK 3 CINA Shelter



TRACK 3 CINA SHELTER

Process Summary:

According to Section 3-815(c) of the Courts Article, after placing a Child in emergency Shelter Care, the Montgomery County Department of Health and Human Services (DHHS) must immediately file a petition requesting its continuation if the Child is not returned to the custodial parent or guardian. The Court must hear that petition no later than the next day that the Court is in session, with reasonable notice given to the parents, guardian or custodian, if they can be found. *[Notice may be oral.]* CINA Shelter Care Hearings will be handled by the Judge in Juvenile Duty rotation on the same day that the petition is filed.

If the Child is returned to the custody of his/her parent(s) or guardian, the case track designation will change at this point to TRACK 4.

If the Court authorizes continued shelter care, the case must begin adjudication within 30 days. However, the Court may find, after beginning adjudication within that time period, that the facts ascertained during adjudication indicate that continued shelter care is needed for the safety of the child. If there is no such finding or adjudication does not begin within 30 days, the child is to be released from shelter care. If the Court makes such a finding, the child may be kept in shelter care an additional 30 days. Additionally, a case must begin adjudication within 60 days of the service of the petition unless the Court finds extraordinary cause for the case to be delayed.

Approximately 2 weeks after the Shelter Care Hearing, a Pre-Trial Settlement Conference will be held before the Judge in the Juvenile Duty rotation to determine whether the case can be resolved on an expedited basis without an Adjudicatory Hearing. Cases that have not resolved by the Pre-Trial Settlement Conference proceed to mediation the same day unless there are parallel criminal charges. The Judge handling the CINA docket will assist the Duty Judge in handling CINA consent agreements as necessary. Those cases that are not resolved will proceed to the scheduled Adjudicatory Hearing on a CINA docket no more than 28 days from the Shelter Care Hearing.

If the allegations in the CINA petition are proved or admitted to, the case must proceed to a separate Disposition Hearing on the same day as the end of the adjudication unless the Judge finds good cause for delay (Section 3-815(a)(2) of the Courts Article) which may not exceed 30 days. At the Disposition Hearing, the Judge makes a determination whether the proved allegations are sufficient to adjudicate the Child as a Child In Need of Assistance (Section 3-8A-19(b) of the Courts Article). From the point at which the Child has been adjudicated CINA, the case stays with the same Judge. *[Further hearings and reviews to be scheduled when that Judge is in the CINA rotation or in the Juvenile Duty assignment if the CINA calendar is full or the review is brief.]*

Once a Child is adjudicated CINA, the Court must decide whether to return the Child to the home with conditions or to place the Child out-of-home. The Court must issue an order if the Child is to be committed to the custody or guardianship of the Department of Health and Human Services or any other agency or individual (Section 3-819(e) of the Courts Article). If the Child is committed to a state mental hospital or mental retardation facility, the Court must receive progress reports every six months from DHHS and hold commitment order review hearings to determine whether the placement continues to be appropriate (Section 3-819(i) of the Courts Article).

When a Child is placed out-of-home, DHHS must develop a Permanency Plan. If reasonable efforts toward reunification should be waived because of aggravated circumstances (Section 3-812 of the Courts Article), a hearing is scheduled after a petition for waiver is filed. If the petition is granted, the Court must hold a Permanency Planning Hearing within 30 days (which can be held the same day as the Reasonable Efforts Hearing if all of the parties agree) (Section 3-823(b)(ii) of the Courts Article). Otherwise, the Court is required to hold a Permanency Planning Hearing within 11 months plus 30 days after shelter care placement (1 year) (Section 3-823(b)(i) of the Courts Article). Written Permanency Plans are to be distributed to the parties and filed 10 days prior to the hearing.

At the Permanency Planning Hearing, for which the parents and caregiver must be given 7 days notice, the Court determines what the Permanency Plan will be, ranging from reunification to termination of parental rights and adoption. The latter Permanency Plans trigger the TPR process (Section 3-823(b)(i) of the Courts Article). The case moves to TRACK 9 when the Termination of Parental Rights/Long Term Care Short of Adoption Petition is filed by DHHS.

Once the Permanency Plan is adopted, the Judge must hold a review every 180 days until the Child is placed in a permanent home, which is to occur within 24 months or until commitment is rescinded, or the TPR petition is filed. If that permanent home is long-term foster care or guardianship with a relative, the review is annual (Section 3-823(h) of the Courts Article).

DCM Track 3 Timeline:

NOTE: Home studies and psychiatric evaluations are to be distributed to Counsel 5 days prior to presentation in Court. All other reports and plans, including Permanency Plans are to be distributed and filed 10 days prior to the designated Hearing

Day 1: **Shelter Care Hearing**

Petition filed by the Montgomery County Department of Health and Human Services (DHHS). [*Montgomery County holds hearing the same day that the petition is filed.*] Clerk opens case. At the hearing, the Child (via the Child's attorney who is appointed from a group of contract attorneys) and parent(s), who have been interviewed by the Public Defender's Office, are served with the petition. Shelter care status determined by the Court; order issued. The County Attorney and Counsel complete and file the DCM Information Sheets.

If the Child is released from shelter care pending the Adjudicatory Hearing, track assignment changes to Track 4; Track 4 Scheduling Order issues in Court, generated by the courtroom clerk.

Day 10: **Discovery Complete**

Day 14 to 17: **Pre-Trial Settlement Conference**

Agreement reached: Agreement placed on record and Consent entered or scheduled on the next Pre-Trial Settlement Conference *[or a date prior to the Adjudicatory Hearing date (Day 28) if the consent agreement is extremely lengthy]*. The parties file a memorandum detailing the agreement with the Court within 3 days of the Pre-Trial Settlement Conference whenever a consent agreement is not entered that day. When the entering of a consent agreement is delayed from the original Pre-Trial date, the Adjudicatory Hearing date will not be removed from the calendar until the consent agreement is entered on the record. If a consent agreement collapses, the case proceeds to a mediation session or the scheduled Adjudicatory Hearing date.

Court proceeds to a separate Disposition Hearing immediately unless the Court makes a finding of good cause for delay up to a maximum of 30 days.

No Agreement: Approximately 2 weeks after the Shelter Care Hearing, a Pre-Trial Settlement Conference will be held before the Judge in the Juvenile Duty rotation to determine whether the case can be resolved on an expedited basis without an Adjudicatory Hearing. Cases that have not resolved by the Pre-Trial Settlement Conference proceed to mediation the same day unless there are parallel criminal charges. The Judge handling the CINA docket will assist the Duty Judge in handling CINA consent agreements as necessary. Those cases that are not resolved will proceed to the scheduled Adjudicatory Hearing.
(Confirm or modify dates in Scheduling Order; request for continuance beyond statutory deadline on basis of extraordinary cause to be ruled upon by the Administrative Judge.)

Up to Day 28: **Adjudicatory Hearing**

If the conditions alleged in the petition are proved, the case proceeds to **Disposition Hearing** as above.

Up to Day 58: **Disposition Hearing** (if not held same day)

Up to day 320: **Permanency Planning Status Conference**

Held 45 days prior to the Permanency Planning Hearing, a 15 minute or less status conference to be attended by Counsel only to determine time needed for Hearing, number of witnesses expected to be called. The Permanency Planning Hearing date will be adjusted if necessary to accommodate lengthy hearings.

Cases to be referred to Mediation services when these resources become available. (Mediation referrals to be coordinated by juvenile case managers.)

Up to Day 365: **Permanency Planning Hearing**

(UNLESS Reasonable Efforts Waiver Petition filed; Reasonable Efforts Hearing held and Waiver granted. Then the Permanency Planning Hearing MUST be held within 30 days of the Waiver Hearing/CAN be held same day if all parties agree.)

Policy will be for the County Attorney to bring a Petition for TPR and a Show Cause Order to all Permanency Planning Hearings to be served upon the parties in the event the Judge rules that adoption/long term care short of adoption is to be the Permanency Plan.

Review of Permanency Plan progress every 180 days.

Up to Day 425: **TPR Petition**

TPR Petition to be filed by the County Attorney's Office within 30 days if DHHS concurs, 60 days if DHHS objects, triggering TPR process. TPR petition begins new case in TRACK 9. (Policy is for the petition to be filed at conclusion of the Permanency Planning Hearing.) Court then holds TPR Hearing in lieu of 180-day review.

Permanency Planning Review Hearings are not held once TPR petition is filed as this process supersedes those reviews.

BUSINESS PRACTICES COLOR KEY GUIDE

- **AGENCY/PARTY Responsibility/Action**
- **COURT/COURT CLERK Responsibility/Action**
- **JUVENILE CASE MANAGEMENT Responsibility/Action**
- **ASSIGNMENT OFFICE Responsibility/Action**
- **NOTE**
- **IMPORTANT INFORMATION**

BUSINESS PRACTICES TRACK 3 CINA SHELTER

DCM Track 3 Timeline:

NOTE: Home studies, medical and psychiatric evaluations are to be distributed to Counsel 5 days prior to presentation at Court (Courts, Section 3-816). Other reports and plans, including Permanency Plans are to be filed and distributed 10 days prior to the designated hearing (Disposition, Permanency Planning, and reviews). Section 3-826 of the Courts Article provides that a local department shall provide all parties with a written report but does not say how they are to be distributed. Rule 11-105 requires that reports of examinations are to be distributed **by the Court** to Counsel when it receives the report but no later than 2 days prior to presentation at Court. The Rule and the law conflict with regard to the timeframe but the discrepancies do not relieve the Court of the responsibility for distribution.

- Agency/evaluator files report/plan/evaluation with the Court and provides service copies to be distributed to appropriate Counsel/parties.
- Juvenile Case Managers to get computer-generated report indicating due dates of reports, plans etc., to inform Court and follow-up if these are not filed timely.
- The Clerk docket the receipt of studies, evaluations, and reports in the computer, files the original, and calls Counsel to let them know the report is ready for PICK UP or forwards copy to County Attorney and the Judge who ordered the particular study, plan or report—if the Judge is handling the next scheduled hearing in the case (usually post adjudication).
- If Judge is assigned to case (post-adjudication), that Judge's Secretary is to create in-office file for Judge's copy—Judge's notes go into that file.

Day 1: **Shelter Care Hearing**

Held on the Juvenile Duty Docket at 1:30 p.m. on the day the petition is filed.

Petition filed by the Montgomery County Department of Health and Human Services (DHHS). [*Montgomery County holds hearing the same day that the petition is filed.*] Clerk opens case. At the hearing, the Child (via the Child's attorney who is appointed from a group of contract attorneys) and parent(s), who have been interviewed by the Public Defender's Office, are served with the petition and given the Scheduling Order. Shelter care status determined by the Court; order issued. The County Attorney completes and files the DCM Information Sheet.

- The DHHS/CAO LIAISON opens the case and enters the petition and related information in the computer.
- DHHS files Continued Shelter Care Petition.

- Clerk docket petition, adds to existing file or generates a new file if necessary, schedules hearing (Juvenile Duty Docket, 1:30 p.m. same day), makes 4 copies of petition for distribution at hearing, places in file.
- Clerk appoints Counsel for the Child based on assignment to that day's shelter hearings.
- Assignment Office receives a computer-generated report of cases scheduled for that day's Detention/Shelter Hearings by noon.

At the hearing, the Child's Counsel is served with the petition, the parent(s) advised of the allegations, advised of his/her right to an attorney if they have not already been interviewed by the Public Defender's Office and given Scheduling Order and other documents including Confidential Mediation Questionnaire.

- Court determines shelter care status.

If the Child is released from shelter care, TRACK ASSIGNMENT CHANGES TO TRACK 4; Track 4 Scheduling Order issues *[but without preliminary inquiry since Child (via Counsel) and parent have already been served with petition]*.

- County Attorney and Counsel for the Child complete and file DCM Information Sheet.
- Appropriate Track designated by the Court.
- Scheduling Order generates automatically (Courtroom Clerk initiates) (5 copies: Court, DHHS, County Attorney, Child's Counsel, and parent(s) (6 needed if parents not together). Computer generates one copy per party automatically. Dates may be adjusted if parties aware of conflict.
- Appropriate order(s) (Continued Shelter Care, Commitment, Controlling Conduct, Evaluations, Studies, Reports, and Discovery) generated by Chambers and/or Courtroom Clerk, signed by Judge. Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- DCM Information Sheets docketed and filed by the Clerk.
- Court makes inquiry concerning the identity and current address of parent(s) at each CINA hearing and directs parent(s) to complete **purple** Current Address forms.
- Parent(s) complete **purple** Current Address forms.
- Current Address forms docketed and filed by the Clerk.

Day 10: **Discovery complete.**

- Juvenile Case Managers to coordinate written motions, such as motions to compel discovery, motions for protective orders and motions to continue or change scheduled dates, once filed and docketed by the juvenile clerks. Juvenile Case Managers to clear new dates where motion to extend requires extraordinary cause finding and numbers of days of extension.
- Assignment Office to clear new dates with parties once other motions to continue granted, case removed from docket with code CONT DTBS (Date To Be Set) when court-interface computer programming fully implemented.

Day 14 to 17: Pre-Trial Settlement Conference

Held on Tuesdays and Thursdays on Juvenile Duty Docket, beginning 11:30 a.m., CINA Docket Judge to handle consent agreements, if available.

Agreement reached: Agreement placed on record and Consent entered. (Case may be reset on **another** Pre-Trial Settlement Conference date prior to the Adjudicatory Hearing date (Day 28). ***This will make certain that CINA cases are scheduled for days on which Mediation services are scheduled in the event the agreement breaks down.***) The parties file a memorandum detailing the agreement with the Court within 3 days of the Pre-Trial Settlement Conference whenever a consent agreement is not entered on the originally scheduled Pre-Trial date. When the entering of a consent agreement is delayed from the original Pre-Trial date, the Adjudicatory Hearing date will not be removed from the calendar until the consent agreement is entered on the record. If a consent agreement collapses, the case proceeds to the scheduled Adjudicatory Hearing date.

- Parties to file written memorandum detailing consent agreement within 3 business days of Pre-Trial Hearing if not entered on the record on the originally scheduled Pre-Trial date.
- Assignment Office is to follow up on consent agreement memoranda and alert the Court if not filed by parties or if consent agreements do not materialize or collapses, with preference in the docket call of the re-set Pre-Trials to be given to those cases in which a memorandum has been filed.
- All further hearings to be handled by the Judge accepting the consent agreement. *Therefore, sitting judges should take consent agreements when a retired or visiting judge is handling the Juvenile Duty Docket.*

Court proceeds to a separate Disposition Hearing immediately unless the Court makes a finding of good cause for delay up to a maximum of 30 days.

- Courtroom Clerk and Chambers generate any necessary orders, including "Adjudication" Orders indicating that the facts alleged have been sustained and what the custody status is to be until Disposition, if Disposition is to be delayed. An "Adjudication and Disposition" Order issues if the Child is "adjudicated" CINA at the Disposition Hearing (once Disposition Hearing completed) and orders for evaluations. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.

- Assisted by Courtroom Clerk who obtains dates from Assignment Office/from computer for hearings, the Court sets Permanency Planning Hearing date if the Child is kept in Shelter Care, as well as due date for written Permanency Plan (10 days prior to Permanency Planning Hearing) and a (less than 15 minute) Permanency Status Conference to be attended by Counsel 45 days prior to the Permanency Planning Hearing.
- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.
- Court makes inquiry concerning the identity and current address of parent(s) at each CINA hearing and directs parent(s) to complete purple Current Address forms.
- Parent(s) complete purple Current Address forms.
- Current Address forms docketed and filed by the Clerk.

NOTE: Status review hearings prior to the Permanency Planning Hearing will not be set unless requested in writing by a party.

No Agreement: Case to proceed to court-ordered Mediation the same day as the Pre-Trial Settlement Conference unless there are parallel criminal charges. Cases not resolved via mediation proceed to scheduled Adjudicatory Hearing.

- Juvenile Case Managers will contact parties beginning 3 days prior to the Pre-Trial Settlement Hearing to determine which cases will not settle and will schedule Mediation resources accordingly. Juvenile Case Managers are to monitor scheduling of Mediators with mediating parties to avoid potential conflicts of interest.
- Juvenile Case Managers will generate a Mediation prep sheet indicating which cases are appropriate for mandatory Mediation (no pending criminal cases stemming from the same incident) and a blank Mediation Order for signature by the Court.
- Parties to bring completed Confidential Mediation Questionnaire to Court or given new copies to complete if they do not do so.
- Court signs Mediation Order for same day Mediation session of up to 3 hours. Cases with pending parallel criminal charges are to be exempted from mandatory process.
- Juvenile Case Managers meet parties at 1:15 p.m., distribute mediation orders to parties who have not reached a consent agreement, accompany parties to

mediation site, introduce them to mediator, and leave (return to Court as necessary).

- Court calls Pre-Trial docket a second time at 1:30 p.m. and places consent agreements on the record that may have been reached as above.

IF NO AGREEMENT IS REACHED VIA MEDIATION:

- Court confirms or modifies Adjudicatory Hearing date, request for extension beyond the statutory deadline on basis of extraordinary cause to be ruled upon by the Administrative Judge.
- Clerk notes time required for Adjudicatory Hearing.
- If ADJUDICATORY HEARING date changes, Courtroom Clerk obtains possible new dates from Assignment Office/from computer within the statutory deadlines unless extraordinary cause granted by Administrative Judge.
- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.
- Court makes inquiry concerning the identity and current address of parent(s) at each CINA hearing and directs parent(s) to complete purple Current Address forms.
- Parent(s) complete purple Current Address forms.
- Current Address forms docketed and filed by the Clerk.

Up to Day 28: Adjudicatory Hearing

If the conditions alleged in the petition are proved, the case proceeds to **Disposition Hearing** as above.

- Courtroom Clerk and Chambers generate any necessary orders, including "Adjudication" Orders indicating that the facts alleged have been sustained and what the custody status is to be until Disposition, if Disposition is to be delayed. An "Adjudication and Disposition" Order issues if the Child is "adjudicated" CINA at the Disposition Hearing (once Disposition Hearing completed), as well as any orders for evaluations, etc. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Assisted by Courtroom Clerk who obtains dates from Assignment Office/from computer for hearings, the Court sets Permanency Planning Hearing date if the Child is kept in Shelter Care, as well as due date for written Permanency Plan (10 days prior to Permanency Planning Hearing) and a (less than 15 minute)

Permanency Status Conference to be attended by Counsel 45 days prior to the Permanency Planning Hearing.

- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.
- Court makes inquiry concerning the identity and current address of parent(s) at each CINA hearing and directs parent(s) to complete **purple** Current Address forms.
- Parent(s) complete **purple** Current Address forms.
- Current Address forms docketed and filed by the Clerk.

NOTE: Status review hearings prior to the Permanency Planning Hearing will not be set unless requested in writing by a party.

- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- All further hearings to be handled by the Judge handling the Adjudicatory Hearing.
 - *Further hearings and reviews to be scheduled when that Judge is in the CINA rotation or in the Juvenile Duty assignment if the CINA calendar is full or the review is brief.*

Up to Day 58: **Disposition Hearing** (if not held same day)

- Courtroom Clerk and Chambers generate any necessary orders, including "Adjudication" Orders indicating that the facts alleged have been sustained and what the custody status is to be until Disposition, if Disposition is to be delayed. An "Adjudication and Disposition" Order issues if the Child is "adjudicated" CINA at the Disposition Hearing (once Disposition Hearing completed), as well as any orders for evaluations, etc. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Assisted by Courtroom Clerk who obtains dates **from Assignment Office/from computer** for hearings. Court sets Permanency Planning Hearing date if the Child is placed in foster care, as well as due date for written Permanency Plan (10 days prior to Permanency Planning Hearing) and a (less than 15 minute) Permanency Status Conference to be attended by Counsel.

NOTE: Status review hearings prior to the Permanency Planning Hearing will not be set unless requested in writing by a party.

- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.
- Court makes inquiry concerning the identity and current address of parent(s) at each CINA hearing and directs parent(s) to complete **purple** Current Address forms.
- Parent(s) complete **purple** Current Address forms.
- Current Address forms docketed and filed by the Clerk.
- Judge signs order(s).
- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.

[Case closed for statistical purposes regarding time to disposition.]

- Juvenile Case Managers to monitor cases to determine whether Permanency Plans have been filed with the Court within the deadline. Computer-generated case status report to be run on a weekly basis.

Up to day 320: Permanency Planning Status Conference

Held 45 days prior to the Permanency Planning Hearing, a 15 minute or less status conference to be attended by Counsel only to determine time needed for hearing, number of witnesses expected to be called. The date will be adjusted if necessary to accommodate lengthy hearings.

Cases to be referred to Mediation services when those resources become available. (Mediation referrals to be coordinated by Juvenile Case Managers.)

Up to Day 365: Permanency Planning Hearing

(UNLESS Reasonable Efforts Waiver Petition filed; Reasonable Efforts Hearing held and Waiver granted. Then the Permanency Planning Hearing MUST be held within 30 days of the Waiver Hearing but CAN be held same day if all parties agree.)

Review of Permanency Plan progress required every 180 days by statute.

- Courtroom Clerk and Chambers generate any necessary orders, including Permanency Plan, orders for evaluations, etc. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.

- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Assisted by Courtroom Clerk who obtains dates) from Assignment Office/from computer for hearings, the Court sets Permanency Planning Progress Review hearing date(s).
- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.
- Where appropriate, County Attorney files TPR Petition concurrent with the conclusion of the Permanency Planning Hearing, obtains show cause order from judge who is not presiding over the Permanency Planning Hearing.
- County Attorney serves Show Cause Order upon parties in open court.

Up to Day 425: TPR Petition

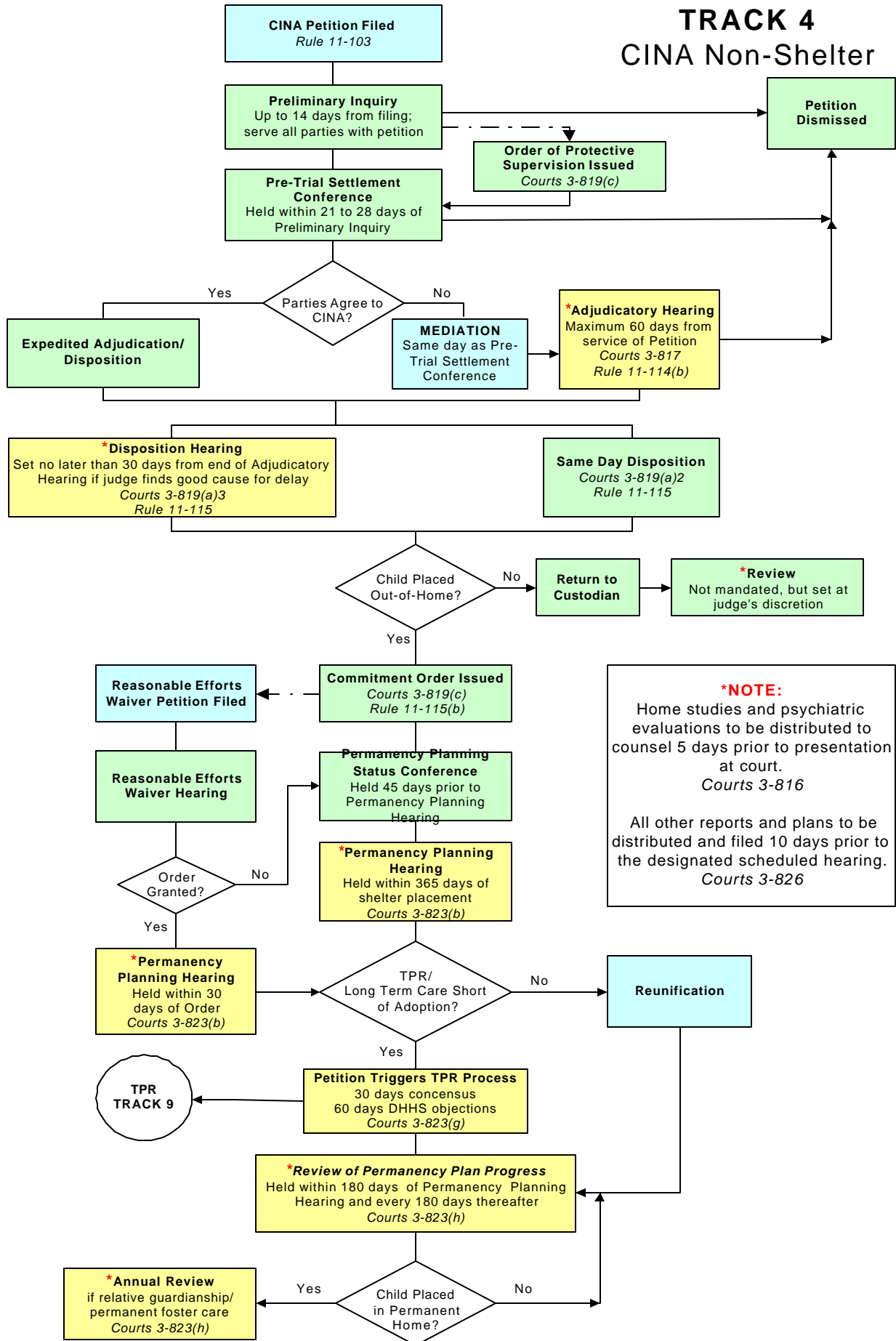
TPR Petition to be filed by the County Attorney's Office triggering TPR process within 30 days if DHHS concurs; 60 days, if DHHS objects. TPR Petition begins new case in TRACK 9. Court then holds TPR Hearing in lieu of 180-day review.

- Juvenile Case Managers to monitor cases to determine whether TPR Petition has been filed with the Court within deadline—if not filed at Permanency Planning Hearing in accordance with Court policy. Computer-generated case status report to be run on a weekly basis.
- Once the TPR Petition is filed, Clerk opens new case file, separate from Child's regular file and docket petition. See Track 9 business practices.

Permanency Planning Review Hearings are not held once TPR Petition is filed as this process supersedes those reviews.

- Computer-generated report to assist Juvenile Case Managers in monitoring Permanency Plan Review Interplay with TPR process to prevent parallel proceedings.
 - Reviews to be held until all parties served.
 - Reviews not held once TPR case active.
 - Reviews resume being held if TPR granted and case appealed or if TPR is not granted.
- Cases to be referred to Mediation services when these resources become available.
- Mediation referrals to be coordinated by Juvenile Case Managers.

TRACK 4 CINA Non-Shelter



TRACK 4

CINA NON-SHELTER

Process Summary:

The Child (via the Child's appointed Counsel) and his/her parents are served CINA petition(s) at a Preliminary Inquiry before a Juvenile Court Judge. CINA Preliminary Inquiries will be scheduled in conjunction with Delinquent Preliminary Inquiries before the Juvenile Duty Judge no more than 14 days after the petition is filed.

Between 21 and 28 days after the petition is served at the Preliminary Inquiry, a Pre-Trial Settlement Conference will be held before the Judge in the Juvenile Duty rotation to determine whether the case can be resolved on an expedited basis without an Adjudicatory Hearing. The Judge handling the CINA docket will back up the Juvenile Duty Judge to handle CINA consent agreements, if necessary. Cases that have not resolved by the Pre-Trial Settlement Conference proceed to mediation the same day unless there are parallel criminal charges. The Judge handling the CINA docket will assist the Duty Judge in handling CINA consent agreements as necessary.

Those cases that are not resolved will proceed to the scheduled Adjudicatory Hearing before the Judge assigned to the CINA docket no more than 49 days from the Preliminary Inquiry. (The case must begin adjudication within 60 days of service of the petition unless the Court finds extraordinary cause for the case to be delayed (Maryland Rule 11-114(b)).

If the allegations in the CINA petition are proved or admitted to, the case must proceed to a separate Disposition Hearing on the same day at the end of the adjudication unless the Judge finds good cause for delay (Section 3-815(a)(2) of the Courts Article) which may not exceed 30 days. At the Disposition Hearing, the Judge makes a determination whether the proved allegations are sufficient to adjudicate the Child as a Child In Need of Assistance (Section 3-8A-19(b) of the Courts Article). From the point at which the Child has been adjudicated CINA, the case stays with the same Judge. *[Further hearings and reviews to be scheduled when that Judge is in the CINA rotation or in the Juvenile Duty assignment if the CINA calendar is full or the review is brief.]*

Once a Child is adjudicated CINA, the Court must decide whether to return the Child to the home with conditions or to place the Child out-of-home. The Court must issue an order if the Child is to be committed to the custody or guardianship of the Department of Health and Human Services or any other agency or individual (Section 3-819(e) of the Courts Article). If the Child is committed to a state mental hospital or mental retardation facility, the Court must receive progress reports every six months from DHHS and hold commitment order review hearings to determine whether the placement continues to be appropriate (Section 3-819(i) of the Courts Article).

When a Child is placed out-of-home, DHHS must develop a Permanency Plan. If reasonable efforts toward reunification should be waived because of aggravated circumstances (Section 3-812 of the Courts Article), a hearing is scheduled after a petition for waiver is filed. If the petition is granted, the Court must hold a Permanency

Planning Hearing within 30 days (which can be held the same day as the Reasonable Efforts Hearing if all of the parties agree) (Section 3-823(b)(ii) of the Courts Article). Otherwise, the Court is required to hold a Permanency Planning Hearing within 11 months plus 30 days after the shelter care placement (1 year) (Section 3-823(b)(i) of the Courts Article). Written Permanency Plans are to be distributed to the parties and filed 10 days prior to the hearing.

At the Permanency Planning Hearing, for which the parents and caregiver must be given 7 days notice, the Court determines what the Permanency Plan will be, ranging from reunification to termination of parental rights and adoption. The latter Permanency Plans trigger the TPR process (Section 3-823(b)(i) of the Courts Article). The case moves to TRACK 9 TPR when the Termination of Parental Rights/Long Term Care Short of Adoption Petition is filed by the County Attorney's Office.

Once the Permanency Plan is adopted, the Judge must hold a review every 180 days until the Child is placed in a permanent home, which is to occur within 24 months, or until commitment is rescinded, or the TPR petition is filed. If that permanent home is long-term foster care or guardianship with a relative, the review is annual (Section 3-823(h) of the Courts Article).

DCM Track 4 Timeline:

NOTE: Home studies and psychiatric evaluations are to be distributed to Counsel 5 days prior to presentation in Court. All other reports and plans, including Permanency Plans are to be distributed and filed 10 days prior to the designated Hearing.

Day 1: **CINA Petition Filed**

The County Attorney's Office files Petition along with the DCM Information Sheet. Clerk opens case, issues summonses for Preliminary Inquiry, prepares appointment order for counsel for the Child, and generates initial Scheduling Order.

Up to Day 14: **Preliminary Inquiry** (Service: Day 1.)

At the hearing, Child's attorney and parents(s) are served with petition, advised of right to counsel, possible Order of Protective Supervision ordered by Court. Counsel completes and files the DCM Information Sheet.

Up to Day 24: **Discovery Complete** (Up to Day 7 after service.)

Day 35 to 42: **Pre-Trial Settlement Conference** (Day 21 to 28 after service.)

Agreement reached: Agreement placed on record and Consent entered or scheduled on the next Pre-Trial Settlement Conference date *[or a date prior to the Adjudicatory Hearing date (Day 49 after service) if the consent agreement is extremely lengthy]*. The parties file a memorandum detailing the agreement with the Court within 3 days of the Pre-Trial

Settlement Conference whenever a consent agreement is not entered that day. When the entering of a consent agreement is delayed from the original Pre-Trial date, the Adjudicatory Hearing date will not be removed from the calendar until the consent agreement is entered on the record. If a consent agreement collapses, the case proceeds to a mediation session or the scheduled Adjudicatory Hearing date.

Court proceeds to a separate Disposition Hearing immediately unless the Court makes a finding of good cause for delay up to a maximum of 30 days.

No Agreement: Cases that have not resolved by the Pre-Trial Settlement Conference proceed to mediation the same day unless there are parallel criminal charges. The Judge handling the CINA docket will assist the Duty Judge in handling CINA consent agreements as necessary. Those cases that are not resolved will proceed to the scheduled Adjudicatory Hearing.

(Confirm or modify dates in Scheduling Order; request for continuance beyond statutory deadline on basis of extraordinary cause to be ruled upon by the Administrative Judge.)

Up to Day 63: **Adjudicatory Hearing** (Up to Day 49 after service.)

If the allegations in the petition are proved, the case proceeds to **Disposition Hearing** as above.

Up to Day 79: **Disposition Hearing** (Up to Day 49 after service if not held same day.)

[Case closed for statistical purposes regarding time to disposition.]

Up to day 413: **Permanency Planning Status Conference**

Held 45 days prior to the Permanency Planning Hearing, a 15 minute or less status conference to be attended by Counsel only to determine time needed for Hearing, number of witnesses expected to be called. The Permanency Planning Hearing date will be adjusted if necessary to accommodate lengthy hearings.

Cases to be referred to Mediation services when these resources become available. (Mediation referrals to be coordinated by juvenile case managers.)

Up to Day 458: **Permanency Planning Hearing** (Up to Day 444 after service, 365 days from placement in shelter at disposition.)

(UNLESS Reasonable Efforts Waiver Petition filed; Reasonable Efforts Hearing held and Waiver granted. Then the Permanency Planning Hearing MUST be held within 30 days of the Waiver Hearing/CAN be held same day if all parties agree.)

Policy will be for the County Attorney to bring a Petition for TPR and a Show Cause Order to all Permanency Planning Hearings to be served upon the parties in the event the judge rules that adoption/long term care short of adoption is to be the Permanency Plan.

Review of Permanency Plan progress every 180 days.

Up to Day 518: **TPR Petition** (Up to Day 504 after service.)

TPR Petition to be filed by the County Attorney's Office within 30 days if DHHS concurs, 60 days if DHHS objects, triggering TPR process. TPR petition begins new case in TRACK 9. (Policy is for the petition to be filed at conclusion of the Permanency Planning Hearing.) Court then holds TPR Hearing in lieu of 180-day Review.

TPR Petition to be filed by the County Attorney's Office within 30 days if DHHS concurs, 60 days if DHHS objects, triggering TPR process. TPR petition begins new case in TRACK 9. (Policy is for the petition to be filed at conclusion of the Permanency Planning Hearing.) Court then holds TPR Hearing in lieu of 180-day Review.

BUSINESS PRACTICES COLOR KEY GUIDE

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- **COURT/COURT CLERK Responsibility/Action**
- **JUVENILE CASE MANAGEMENT Responsibility/Action**
- **ASSIGNMENT OFFICE Responsibility/Action**
- **NOTE**
- **IMPORTANT INFORMATION**

BUSINESS PRACTICES

TRACK 4

CINA NON-SHELTER

DCM Track 4 Timeline:

NOTE: Home studies, medical and psychiatric evaluations are to be distributed to Counsel 5 days prior to presentation at Court (Courts, Section 3-816). Other reports and plans, including Permanency Plans are to be filed and distributed 10 days prior to the designated hearing (Disposition, Permanency Planning, and reviews). Section 3-826 of the Courts Article provides that a local department shall provide all parties with a written report but does not say how they are to be distributed. Rule 11-105 requires that reports of examinations are to be distributed **by the Court** to Counsel when it receives the report but no later than 2 days prior to presentation at Court. The Rule and the law conflict with regard to the timeframe but the discrepancies do not relieve the Court of the responsibility for distribution.

- Agency/evaluator files report/plan/evaluation with the Court and provides service copies to be distributed to appropriate Counsel/parties.
- Juvenile Case Managers to get computer-generated report indicating due dates of reports, plans etc., to inform Court and follow-up if these are not filed timely.
- The Clerk docket the receipt of studies, evaluations, and reports in the computer, files the original, and calls Counsel to let them know the report is ready for PICK UP or forwards copy to County Attorney and the Judge who ordered the particular study, plan or report—if the Judge is handling the next scheduled hearing in the case (usually post adjudication).
- If Judge is assigned to case (post-adjudication), that Judge's Secretary is to create in-office file for Judge's copy—Judge's notes go into that file.

Day 1: **CINA Petition Filed:**

- The DHHS/CAO LIAISON opens the case and enters the petition and related information in the computer.
- The County Attorney's Office files petition with DCM Information Sheet, along with 4 service copies of petition.
- Clerk docket petition, adds to existing file or generates a new file if necessary, schedules Preliminary Inquiry Hearing (Juvenile Duty Docket, 8:30 a.m., the second Monday after filing), places service copies in file.
- DCM Information Sheet docketed and filed by the Clerk.

- Scheduling Order generates automatically (5 copies: Court, DHHS, County Attorney, Child (via Counsel), and parent(s)). Clerk places Scheduling Order in file for distribution at Preliminary Inquiry. Computer generates one copy per party automatically.
- Clerk prepares Appointment Order for Counsel for the Child and faxes copy of that Order, Scheduling Order, and petition to Counsel.
- Clerk issues summonses for Child (via Counsel) and parent(s)/guardian/custodian and mails first class mail.

Up to Day 14: Preliminary Inquiry (Service: Day 1)

Held on Mondays on Juvenile Duty Docket, beginning 8:30 a.m. (CINA cases called after Delinquencies so that the courtroom can be closed, if necessary.)

At the hearing, the Child (via Counsel) and the parent(s)/guardian/custodian are served with the petition, advised of the charges, and advised of their right to counsel if they have not already been interviewed by the Public Defender's Office and given the Scheduling Order and other documents including Confidential Mediation Questionnaire.

- Courtroom Clerk checks in parties prior to the Court taking the bench, verifies addresses and phone numbers, serves petition and Scheduling Order WHEN both the Child (via Counsel, if no line entered yet) AND a parent(s)/guardian/custodian are present. Both sign for petition.

If the Child is committed to shelter care, TRACK ASSIGNMENT CHANGES TO TRACK 3. Clerk notifies Assignment Office of Track change, generates Track 3 Scheduling Order (destroys old Scheduling Order).

- Counsel file DCM Information Sheets.
- Court, via courtroom personnel, distributes petition and Scheduling Order during hearings to late arrivals.
- Court confirms receipt of petition/Scheduling Order, etc., advises of right to attorney, and refers parent(s) to Public Defender if not already interviewed.
- If parent(s) served, Clerk forwards copy of Scheduling Order to County Attorney.
- Counsel for Child to receive copy of Scheduling Order upon filing of line entering appearance or at Preliminary Inquiry.
- Appropriate order(s) (Commitment (if status changes to shelter), Controlling Conduct, Evaluations, Studies, Reports, and Discovery) generated by Chambers and/or Courtroom Clerk, signed by Judge. Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed

by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.

- Court makes inquiry concerning the identity and current address of parent(s) at each CINA hearing and directs parent(s) to complete **purple** Current Address forms if they did not do so at check-in prior to the Preliminary Inquiry Hearing.
- Parent(s) complete **purple** Current Address forms.
- Current Address forms docketed and filed by the Clerk.
- DCM Information Sheets docketed and filed by the Clerk.

When neither parent nor the legal guardian appears, the Court should direct that the summons, along with the petition and a new Scheduling Order be forwarded to the Sheriff's office for service upon known parent(s)/guardian/custodian.

- New Preliminary Inquiry set 2 weeks from original Preliminary Inquiry date. Pre-Trial Settlement Conference date to be scheduled the third Wednesday after the Preliminary Inquiry.
- Clerk generates summonses for parent(s)/guardian/custodian, new Scheduling Order, forwards with copies of petition and advice of rights, referral to Public Defender to the Sheriff's Office the same day marked "RUSH" to ensure service within 14 days.
- When parent(s)/guardian/custodian served, Clerk forwards copy of new Scheduling Order to County Attorney and Child's Counsel.

Up to Day 24: **Discovery complete.** (Up to Service Day 10)

- Juvenile Case Managers to coordinate written motions, such as motions to compel discovery and motions to continue or change scheduled dates, once filed and docketed by the juvenile clerks. Juvenile Case Managers to clear new dates where motion to extend requires extraordinary cause finding and numbers of days of extension.
- Assignment Office to clear new dates with parties once other motions to continue granted, case removed from docket with code CONT DTBS (Date To Be Set) when court-interface computer programming fully implemented.

Day 35 to 42: Pre-Trial Settlement Conference: (Service Day 21 to 28)

Held on Tuesdays and Thursdays on Juvenile Duty Docket, beginning 11:30 a.m., CINA Docket Judge to handle consent agreements, if available.

Agreement reached: Agreement placed on record and Consent entered. (Case may be reset on or scheduled on **another** Pre-Trial Settlement Conference date prior to the Adjudicatory Hearing date (Day 49). ***This will make certain that CINA cases scheduled for days on which Mediation services are scheduled in the event the agreement breaks***

down.) The parties file a memorandum detailing the agreement with the Court within 3 days of the Pre-Trial Settlement Conference whenever a consent agreement is not entered on the originally scheduled Pre-Trial date. When the entering of a consent agreement is delayed from the original Pre-Trial date, the Adjudicatory Hearing date will not be removed from the calendar until the consent agreement is entered on the record. If a consent agreement collapses, the case proceeds to the scheduled Adjudicatory Hearing date.

- Parties to file written memorandum detailing consent agreement within 3 business days of Pre-Trial Hearing if not entered on the record on the originally scheduled Pre-Trial date.
- Assignment Office is to follow up on consent agreement memoranda and alert the Court if not filed by parties or if consent agreements do not materialize or collapses, with preference in the docket call of the re-set Pre-Trials to be given to those cases in which a memorandum has been filed.
- All further hearings to be handled by the Judge accepting the consent agreement. *Therefore, sitting judges should take consent agreements when a retired or visiting judge is handling the Juvenile Duty Docket.*

Court proceeds to a separate Disposition Hearing immediately unless the Court makes a finding of good cause for delay up to a maximum of 30 days.

- Courtroom Clerk and Chambers generate any necessary orders, including "Adjudication" Orders indicating that the facts alleged have been sustained and what the custody status is to be until Disposition, if Disposition is to be delayed. An "Adjudication and Disposition" Order issues if the Child is "adjudicated" CINA at the Disposition Hearing (once Disposition Hearing completed), as well as any orders for evaluations, etc. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Assisted by Courtroom Clerk who obtains dates **from Assignment Office/from computer** for hearings, the Court sets Permanency Planning Hearing date if the Child is removed from the home, as well as due date for written Permanency Plan (10 days prior to Permanency Planning Hearing) and a (less than 15 minute) Permanency Status Conference to be attended by Counsel 45 days prior to the Permanency Planning Hearing.
- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.
- Court makes inquiry concerning the identity and current address of parent(s) at each CINA hearing and directs parent(s) to complete **purple** Current Address forms.
- Parent(s) complete **purple** Current Address forms.

- Current Address forms docketed and filed by the Clerk.

NOTE: Status review hearings prior to the Permanency Planning Hearing will not be set unless requested in writing by a party.

No Agreement: Case to proceed to court-ordered Mediation the same day as the Pre-Trial Settlement Conference unless there are parallel criminal charges. Cases not resolved via mediation proceed to scheduled Adjudicatory Hearing.

- Juvenile Case Managers will contact parties beginning 3 days prior to the Pre-Trial Settlement Hearing to determine which cases will not settle and will schedule Mediation resources accordingly. Juvenile Case Managers are to monitor scheduling of Mediators with mediating parties to avoid potential conflicts of interest.
- Juvenile Case Managers will generate a Mediation prep sheet indicating which cases are appropriate for mandatory Mediation (no pending criminal cases stemming from the same incident) and a blank Mediation Order for signature by the Court.
- Parties to bring completed Confidential Mediation Questionnaire to Court or given new copies to complete if they do not do so.
- Court signs Mediation Order for same day Mediation session of up to 3 hours. Cases with pending parallel criminal charges are to be exempted from mandatory process.
- Juvenile Case Managers meet parties at 1:15 p.m., distribute mediation orders to parties who have not reached a consent agreement, accompany parties to mediation site, introduce them to mediator, and leave (return to Court as necessary).
- Court calls Pre-Trial docket a second time at 1:30 p.m. and places consent agreements on the record that may have been reached as above.

IF NO AGREEMENT IS REACHED VIA MEDIATION:

- Court confirms or modifies Adjudicatory Hearing date, request for extension beyond the statutory deadline on basis of extraordinary cause to be ruled upon by the Administrative Judge.
- Clerk notes time required for Adjudicatory Hearing.
- If ADJUDICATORY HEARING date changes, Courtroom Clerk obtains possible new dates from Assignment Office/from computer within the statutory deadlines unless extraordinary cause granted by Administrative Judge.
- Assignment Office updates computer from Court Sheet.

- Assignment Office generates notices for any new hearing dates at Court's direction, mails.
- Court makes inquiry concerning the identity and current address of parent(s) at each CINA hearing and directs parent(s) to complete **purple** Current Address forms.
- Parent(s) complete **purple** Current Address forms.
- Current Address forms docketed and filed by the Clerk.

Up to Day 63: **Adjudicatory Hearing** (Up to Day 49 after service)

If the conditions alleged in the petition are proved, the case proceeds to **Disposition Hearing** as above.

- Courtroom Clerk and Chambers generate any necessary orders, including "Adjudication" Orders indicating that the facts alleged have been sustained and what the custody status is to be until Disposition if Disposition is to be delayed. An "Adjudication and Disposition" Order issues if the Child is "adjudicated" CINA at the Disposition Hearing (once Disposition Hearing completed) and orders for evaluations. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Assisted by Courtroom Clerk who obtains dates **from Assignment Office/from computer** for hearings, the Court sets Permanency Planning Hearing date if the Child is removed from the home, as well as due date for written Permanency Plan (10 days prior to Permanency Planning Hearing) and a (less than 15 minute) Permanency Status Conference to be attended by Counsel.
- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.
- Court makes inquiry concerning the identity and current address of parent(s) at each CINA hearing and directs parent(s) to complete **purple** Current Address forms.
- Parent(s) complete **purple** Current Address forms.
- Current Address forms docketed and filed by the Clerk.
- NOTE: Status review hearings prior to the Permanency Planning Hearing will not be set unless requested in writing by a party.
- Court makes inquiry concerning the identity and current address of parent(s) at each CINA hearing and directs parent(s) to complete **purple** Current Address forms.

- Parent(s) complete purple Current Address forms.
- Current Address forms docketed and filed by the Clerk.
- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- All further hearings to be handled by the Judge handling the Adjudicatory Hearing.
 - *Further hearings and reviews to be scheduled when that Judge is in the CINA rotation or in the Juvenile Duty assignment if the CINA calendar is full or the review is brief.*

Up to Day 93: Disposition Hearing (Up to Day 79 after service if not held same day or waived)

- An “Adjudication and Disposition” Order” issues if the Child is “adjudicated “ CINA at the Disposition Hearing (once Disposition Hearing completed) and orders for evaluations. Courtroom Clerk and Chambers generate any necessary orders. Please see ORDERS list for division of courtroom- generated vs. chambers-generated.
- Assisted by Courtroom Clerk who obtains dates from Assignment Office/from computer for hearings. Court sets Permanency Planning Hearing date if the Child is placed in foster care, as well as due date for written Permanency Plan (10 days prior to Permanency Planning Hearing) and a (less than 15 minute) Permanency Status Conference to be attended by Counsel.

NOTE: Status review hearings prior to the Permanency Planning Hearing will not be set unless requested in writing by a party.

- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court’s direction, mails.
- Court makes inquiry concerning the identity and current address of parent(s) at each CINA hearing and directs parent(s) to complete purple Current Address forms.
- Parent(s) complete purple Current Address forms.
- Current Address forms docketed and filed by the Clerk.
- Judge signs order(s).

- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.

[Case closed for statistical purposes regarding time to disposition.]

- Juvenile Case Managers to monitor cases to determine whether Permanency Plans have been filed with the Court within the deadline. Computer-generated case status report to be run on a weekly basis.

Up to Day 413: **Permanency Planning Status Conference** (45 days prior to Permanency Planning Hearing. Up to Day 399 after service)

Held 45 days prior to the Permanency Planning Hearing, a 15 minute or less status conference to be attended by Counsel only to determine time needed for hearing, number of witnesses expected to be called. The date will be adjusted if necessary to accommodate lengthy hearings.

Cases to be referred to Mediation services when those resources become available. (Mediation referrals to be coordinated by Juvenile Case Managers.)

Up to Day 458: **Permanency Planning Hearing** (Up to Day 444 of Service.) THIS CALCULATION IS BASED ON 11 MONTHS PLUS 30 DAYS ELAPSING AFTER SHELTER CARE PLACEMENT AT DISPOSITION HEARING—THIS DATE MUST BE ADJUSTED IF SHELTER CARE PLACEMENT OCCURS AT A DIFFERENT STAGE IN THE PROCESS. (UNLESS Reasonable Efforts Waiver Petition filed; Reasonable Efforts Hearing held and Waiver granted. Then the Permanency Planning Hearing MUST be held within 30 days of the Waiver Hearing/CAN be held same day if all parties agree.)

Review of Permanency Plan progress required every 180 days by statute.

- Courtroom Clerk and Chambers generate any necessary orders, including Permanency Plan, orders for evaluations, etc. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Judge signs order(s).
- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Assisted by Courtroom Clerk who obtains dates **from Assignment Office/from computer**, the Court sets Permanency Planning Progress Review Hearing date(s). Courtroom Clerk generates notices for new hearing date(s).

- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.
- Where appropriate, County Attorney files TPR Petition concurrent with the conclusion of the Permanency Planning Hearing, obtains show cause order from judge who is not presiding over the Permanency Planning Hearing.
- County Attorney serves Show Cause Order upon parties in open court.

Up to Day 518: **TPR Petition** (Up to day 504 of Service)

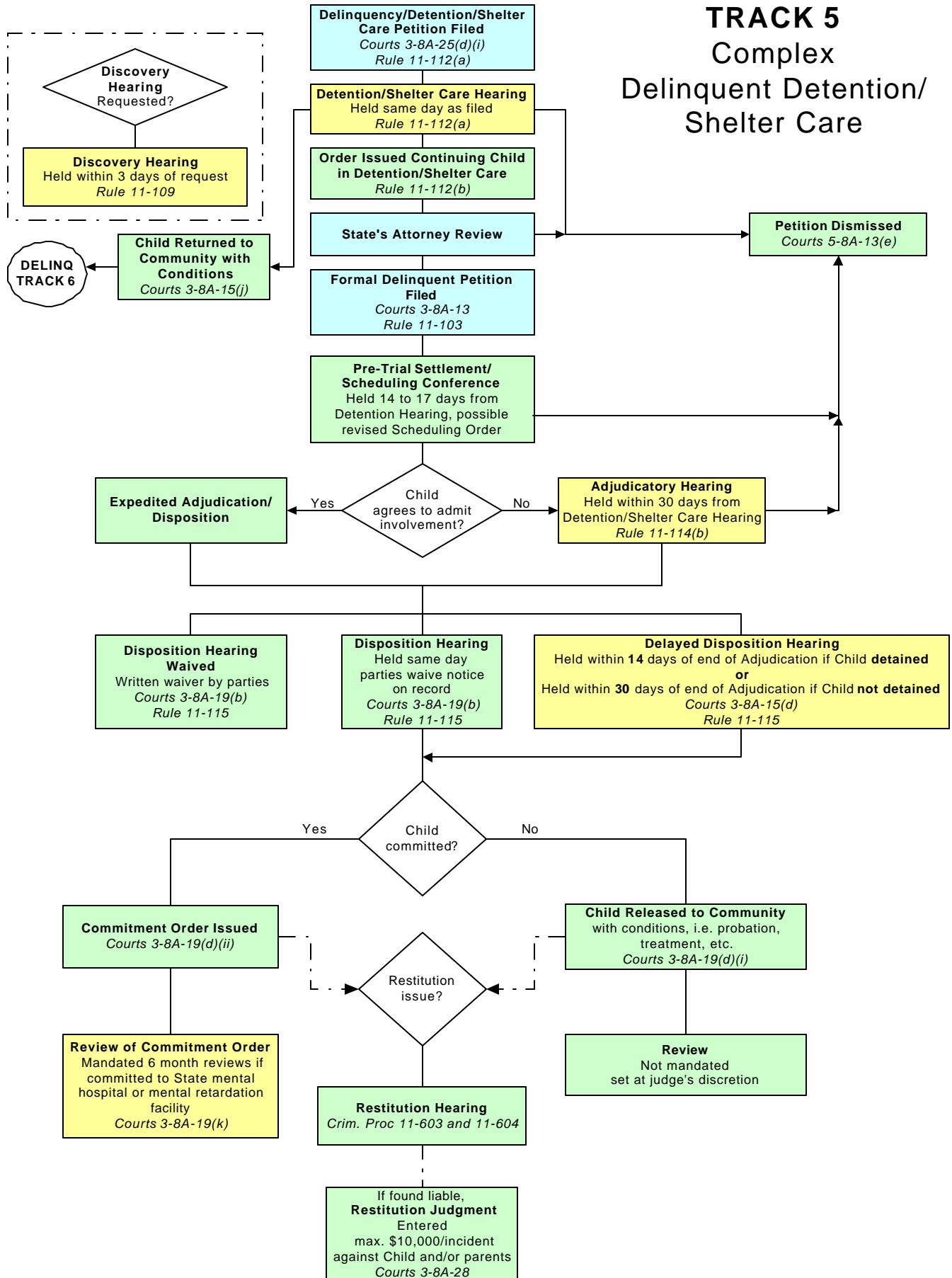
TPR Petition to be filed by the County Attorney's Office triggering TPR process within 30 days if DHHS concurs; 60 days if DHHS objects. TPR Petition begins new Case in TRACK 9. Court then holds TPR Hearing in lieu of 180-day review.

- Juvenile Case Managers to monitor cases to determine whether TPR Petition has been filed with the Court within deadline—if not filed at Permanency Planning Hearing in accordance with Court policy. Computer-generated case status report to be run on a weekly basis.
- Once TPR Petition is filed, Clerk opens new case file, separate from Child's regular file. See Track 9 business practices.

Permanency Planning Review Hearings are not held once TPR Petition is filed as this process supersedes those reviews.

- Computer generated report to assist Juvenile Case Managers in monitoring Permanency Plan Review Interplay with TPR process to prevent parallel proceedings.
 - Reviews to be held until all parties served.
 - Reviews not held once TPR case active.
 - Reviews resume being held if TPR granted and case appealed or if TPR is not granted.
- Cases to be referred to Mediation services when these resources become available.
- Mediation referrals to be coordinated by Juvenile Case Managers.

TRACK 5 Complex Delinquent Detention/ Shelter Care



TRACK 5

COMPLEX

DELINQUENT DETENTION/SHELTER CARE

Process Summary:

DCM Track 5 is designated for complex delinquency cases (Child in detention or shelter care) that require more Court resources and time for proper resolution.

*Track 5 Categories include: HOMICIDE INCLUDING AUTOMANSLAUGHTER,
RAPE/SEX OFFENSES*

[Multiple defendants/Large Number of witnesses, victims, Competency, "NCR"]

According to Section 3-8A-15(d) of the Courts Article, the intake officer who authorized detention or shelter care must immediately file a petition requesting its continuation. The Court must hear that petition no later than the next day that the Court is in session, with reasonable notice given to the Child and parents, if they can be found. *[Notice may be oral.]* The Judge in Juvenile Duty rotation will handle Detention/Shelter Care Hearings.

If the Court authorizes continued Detention/Shelter Care, the case must begin adjudication within 30 days and the Court must, as part of a hearing, review the continued Detention/Shelter Care every 14 days if the Child is in detention or every 30 days if the Child is in shelter care until adjudication is completed. Further, no matter what the custody status, a case must begin adjudication within 60 days of service of the petition unless the Court finds extraordinary cause for the case to be extended. If the Child is returned to the custody of his/her parent(s) or guardian, the case track designation will change at this point to TRACK 6.

The State's Attorney's Office reviews the Detention/Shelter Care petition filed by the Department of Juvenile Services (DJS) and files an amended petition formally charging the Child (Respondent) once it receives DJS authorization or, where a felony has been alleged, overridden DJS's decision to deny the filing of a petition. The State's Attorney's Office serves the petition on the Child and his/her parent/guardian/custodian prior to or at the next scheduled event. The State's Attorney's Office may, in its discretion, also return the case to DJS for informal adjustment (omitted from flowchart) or dismiss the petition outright.

Up to 14 days after the Detention/Shelter Care Hearing, a Pre-Trial Settlement/Scheduling Conference will be held before the Judge in the Juvenile Duty rotation to determine whether the case can be resolved on an expedited basis without an Adjudicatory Hearing. The Judge handling the Delinquency docket will back up the Duty Judge to take the pleas, if necessary. Those cases that are not resolved will proceed to the scheduled Adjudicatory Hearing on a Delinquency docket no more than 28 days from the Detention/Shelter Care Hearing.

At the Pre-Trial Hearing, the parties are to inform the Court as to whether a case requires forensic tests and examinations that cannot be completed within the statutory deadline or that a case's complexity requires unusual trial preparation time or extensive evidentiary motions. The Juvenile Duty Judge will forward motions for extensions to the

Administrative Judge for a hearing and possible finding of extraordinary cause for an extension. A tentative schedule of hearings, including the Adjudicatory Hearing, will be cleared with the Assignment Office in order for the Administrative Judge to calculate and place on the record the number of days of the extension as required by Rule 11-114(b). Once the Administrative Judge issues the extension order, the courtroom clerk will generate a revised Scheduling Order reflecting the new Adjudicatory Hearing Date and any other hearings that have been scheduled as well as Motions and Discovery deadlines. The case will be assigned to the judge, who will assume individual responsibility for that case's adjudication and disposition.

A local practice currently places some cases on a stet/stay docket prior to adjudication in a manner similar to Rule 4-248 under Title 4, Criminal Causes, for which there is no equivalent procedure under Title 11, Juvenile Causes.

If the Child admits or is found to have been involved (committed the alleged acts), the case must proceed to disposition on the same day if the parties waive notice on the record, or within 14 days if the Child continues to be detained, with reviews to be conducted every 14 days thereafter (Section 3-8A-15(e) of the Courts Article), or 30 days if the Child is released. The Disposition Hearing may be waived if there is a written waiver by all the parties (Section 3-8A-19(b) of the Courts Article).

The Court must issue an order if the Child is to be committed to the custody or guardianship of the Department of Juvenile Services, the Department of Health and Mental Hygiene (DHMH), or a public or licensed private agency (Section 3-8A-19(d)(ii) of the Courts Article). The Child may not be committed for more than 3 years (Section 3-8A-24 of the Courts Article), though this order may be renewed until the Child is 21. If the Child is committed to a state mental hospital or mental retardation facility, the Court must receive progress reports every six months from DHMH and hold Commitment Order Review Hearings to determine whether the placement continues to be appropriate (Section 3-8A-19(k) of the Courts Article).

If there is a restitution issue that will be contested by the Child or his/her parent(s), a hearing must be held. If the Child and/or his/her parents are found liable, then a Restitution Order is entered against them by the Court (maximum \$10,000 per incident). (Sections 11-603 and 11-604 of the Criminal Procedure Article)

DCM Track 5 Timeline:

Day 1: **Delinquency Detention/ Shelter Care Hearing**

Petition filed by DJS. Clerk opens case, and generates initial Scheduling Order. At the hearing, the Child is served with the petition, advised of the charges, advised of his/her right to an attorney (the Public Defender's Office represents the Child at the Detention/Shelter Care Hearing, but may not become the attorney of record for subsequent events) and given the Scheduling Order. Detention/Shelter Care status is determined by the Court and the appropriate order is generated. The State's Attorney and Public Defender complete and file the DCM Information Sheets.

Section 3-8A-15(j) of the Courts Article allows the Court to impose, as a condition of release pending an Adjudicatory Hearing, reasonable provisions to protect the victim where the victim has requested "reasonable protections for safety." Information as to whether the victim has made such a request should be part of the information collected in DJS' s intake process.

If the Child is conditionally released from Detention/Shelter Care pending the Adjudicatory Hearing as per Section 3-8A-15(j) of the Courts Article, TRACK ASSIGNMENT CHANGES TO TRACK 6:Track 6 Scheduling Order generated in Court by the courtroom, unless State moves to dismiss petition;

BUT if one of the conditions is **Home Electronic Monitoring**, the **TRACK DOES NOT CHANGE**.

If no line entering an attorney's appearance is filed within a week of the Detention/Shelter Care Hearing, the Court appoints an attorney for the Child (Respondent).

Up to Day 7: **Discovery**

Discovery Packet to be delivered to Child's Counsel by State's Attorney within 5 days of the entry of appearance of counsel for the Child in accordance with Rule 11-109. Preferred practice: State's Attorney's Office to present discovery packet and file the discovery certification at the Detention/Shelter Care Hearing or immediately thereafter.

Day 14 to 17: **Pre-Trial Settlement /Scheduling Conference**

Agreement reached on one or more petitions: Plea taken or scheduled on the next Pre-Trial Settlement Conference date. The parties file a plea memorandum with the Court within 3 days of the Pre-Trial Settlement Conference whenever a plea agreement is not taken that day. When the taking of a plea agreement (Adjudicatory Hearing/No Witnesses) is delayed from the original Pre-Trial date, the Adjudicatory Hearing date will not be removed from the calendar until the plea of involvement is taken by the Court. If a plea agreement collapses, the case proceeds to the scheduled Adjudicatory Hearing date.

Court proceeds to the Disposition Hearing immediately if parties waive notice on the record. A Disposition Hearing may be waived with a written waiver by all parties. A Disposition Hearing may also be conditionally waived for the purposes of completion of programs, etc. If the conditions are not met, a Disposition Hearing is scheduled.

The Disposition Hearing may be delayed up to 14 days if Child continues to be detained, or 30 days if Child is released from detention.

No Agreement: Proceed to previously scheduled Adjudicatory Hearing. (Assign case to judge, confirm or modify dates in Scheduling Order; request for extension beyond statutory deadline on basis of extraordinary cause to be ruled upon by the Administrative Judge. New Scheduling Order, reflecting Adjudicatory Hearing date and any other hearings that have been scheduled as well as Motions and Discovery deadlines, generated in court by the courtroom clerk and distributed.)

Court to hold a hearing to review detention status every 14 days until Adjudicatory Hearing completed if finding of extraordinary cause moves Adjudicatory Hearing beyond 30 days.

Up to Day 28*: **Adjudicatory Hearing**

If Child is found to have been involved (committed the alleged acts), the case proceeds to **Disposition** and possible **Restitution Hearing** as above.

Up to Day 58*: **Disposition Hearing** (if not held same day or waived).

Court to hold a hearing to review detention status every 14 days until commitment order issued.

Up to Day 88*: **Restitution Hearing** (if not resolved by agreement by Disposition Hearing)

*NOTE: These Dates may be rescheduled with finding of extraordinary/good cause.

BUSINESS PRACTICES COLOR KEY GUIDE

- **AGENCY/PARTY Responsibility/Action**
- **COURT/COURT CLERK Responsibility/Action**
- **JUVENILE CASE MANAGEMENT Responsibility/Action**
- **ASSIGNMENT OFFICE Responsibility/Action**
- **NOTE**
- **IMPORTANT INFORMATION**

BUSINESS PRACTICES TRACK 5 COMPLEX DELINQUENT DETENTION/SHELTER CARE

DCM Track 5 Timeline:

Day 1: **Delinquency Detention/Shelter Care Hearing:**

Petition filed by DJS. [*Montgomery County holds hearing the same day that the petition is filed.*]

- Clerk opens case, adds to existing file or generates a new file if necessary, enters case into computer, schedules hearing (Juvenile Duty Docket, 1:30 p.m. same day), makes 4 copies of petition for distribution at hearing, places in file.
- Assignment Office to receive a computer-generated report of cases scheduled for that day's Detention/Shelter Hearings by noon.

At the hearing, the Respondent is served with the petition, advised of the charges, advised of his/her right to an attorney (the Public Defender's Office represents the Respondent at the Detention Hearing, but may not become the attorney of record for subsequent events) and given Scheduling Order.

- Court determines detention/shelter care status.
- State's Attorney and Public Defender/Respondent's Counsel complete and file DCM Information Sheet.
- Appropriate Track designated by the Court.
- Scheduling Order generated by Courtroom Clerk (5 copies: Court, DJS, State's Attorney, Respondent, and parent(s)). Computer generates one copy per party automatically. Dates may be adjusted if parties aware of conflict.
- Scheduling Orders distributed in Court by Secretary/Law Clerk.
- Appropriate order(s) (Commitment/HEM/Conditional release, evaluations) generated by Chambers and/or Courtroom Clerk, signed by Judge. Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- DCM Information Sheets docketed and filed by Clerk.

Courts, § 3-8A-15(j) allows the Court to impose, as **a** condition of release pending an Adjudicatory Hearing, reasonable provisions to protect the victim where the victim has

requested “reasonable protections for safety”. Information as to whether the victim has made such a request should be part of the information collected in DJS’ s intake process.

If the Respondent is conditionally released from Detention/Shelter Care pending the Adjudicatory Hearing as per Courts, § 3-8A-15(j), TRACK ASSIGNMENT CHANGES TO TRACK 2;Track 2 Scheduling Order generated by Courtroom Clerk [*but without a Preliminary Inquiry since Respondent has already been served with **the original** petition*].

BUT if one of the conditions is **Home Electronic Monitoring**, the **TRACK DOES NOT CHANGE** unless there is a waiver of the thirty-day statutory adjudication requirement by the Respondent.

If no line entering an attorney’s appearance is filed within a week of the Detention Hearing, the Court appoints an attorney for the Respondent.

- The Clerk appoints an attorney off of the list, confirms availability, generates order of appointment, stamps Judge’s signature to order, faxes Petition(s) and Scheduling Order to attorney. Depending on timeframe and next hearing date, Clerk will either mail petition and Scheduling Order to attorney or advise attorney to pick up copy at the juvenile counter.

Up to Day 7: **Discovery**

Discovery packet to be delivered to Respondent’s Counsel by State’s Attorney within 5 days of the entry of appearance of counsel for the Respondent in accordance with Rule 11-109. Preferred practice: State’s Attorney’s Office to present discovery packet and file the discovery certification at the Detention Hearing or immediately thereafter.

- State’s Attorney files discovery certification with the Court.
- Certification of discovery docketed and filed by Clerk.
- Juvenile Case Managers to coordinate written motions, such as motions to compel discovery and motions to continue or change scheduled dates, once filed and docketed by the juvenile clerks. Juvenile Case Managers to clear new dates where motion to extend requires extraordinary cause finding and numbers of days of extension.
- Assignment Office to clear new dates with parties once other motions to continue granted, case removed from docket with code CONT DTBS (Date To Be Set) when court-interface computer programming fully implemented .

WHERE REPORTS/EVALUATIONS HAVE BEEN ORDERED BY THE COURT:

- NOTE: Rule 11-105 requires that reports of examinations are to be distributed by the Court to Counsel when it receives the report but no later than 2 days prior to presentation at Court.

- Agency/evaluator files report/evaluation with the Court and provides service copies (3) to be distributed by the Court to the Judge who will handle the case, Respondent's Counsel, and the State's Attorney (Rule 11-105—now applicable to Courts, § 3-8A-17).
- Juvenile Case Managers to get computer-generated report indicating due dates of reports, plans etc., to inform Court and follow-up if these are not timely.
- The Clerk docket the receipt of studies, evaluations, and reports in the computer, files the original, and calls private Counsel to let them know the report is ready for PICK UP or forwards copy to Public Defender (where appropriate) State's Attorney, and the Judge who ordered the particular examination and report—if the Judge is handling the disposition, etc. in the case.
- Secretary of Judge assigned to case to create in-office file for Judge's copy—Judge's notes go into that file.

Day 14 to 17: Pre-Trial Settlement Conference

**Held on Wednesdays on Juvenile Duty Docket, beginning 8:30 a.m.,
Delinquent Docket Judge to handle pleas, if available.**

Agreement reached on one or more petitions: Plea taken or scheduled on the next Pre-Trial Settlement Conference date *[or a date prior to the Adjudicatory Hearing date (Day 28)]*. If the Plea date (Adjudicatory Hearing/No Witnesses) is delayed from the original Pre-Trial date, the Adjudicatory Hearing date will not be removed from the calendar until the plea of involvement is taken by the Court. If a plea agreement collapses, the case proceeds to the scheduled Adjudicatory Hearing date.

- Parties to file written memorandum detailing plea agreement within 3 business days of Pre-Trial Hearing, if plea is not taken the same day.
- Assignment Office is to follow up on plea memoranda and alert the Court if not filed by parties or if plea agreement does not materialize or collapses, with preference in the docket call of the re-set Pre-Trials to be given to those cases in which a memorandum has been filed.

Court proceeds to the Disposition Hearing immediately, if parties waive notice on the record. A Disposition Hearing may be waived with a written waiver by all parties. A Disposition Hearing may also be conditionally waived for the purposes of completion of programs, etc. If the conditions are not met, a Disposition Hearing is scheduled.

Disposition Hearing may be delayed up to 14 days if Respondent continues to be detained or is placed in detention, or 30 days if Respondent is released from detention.

- Courtroom Clerk and Chambers generate any necessary orders, including Adjudication Orders, and Commitment Orders until Disposition if Disposition is to be delayed; orders for evaluations.

- Judge signs order(s).
- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Court sets Disposition and/or Restitution Hearing dates as necessary; assisted by Courtroom Clerk who obtains date(s) from Assignment Office/from computer for hearings.
- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.

[In Montgomery County, the Court typically holds an immediate disposition (since a record check is available and a social history may have been done relatively recently in another petition) with the understanding that if the social history turns up any unknown issues like a drug problem, a review will be held and the conditions modified.]

No Agreement: Proceed to previously scheduled Adjudicatory Hearing. At the Pre-Trial Hearing, the parties are to inform the Court as to whether a case requires forensic tests and examinations that cannot be completed within the statutory deadline or that a case's complexity requires unusual trial preparation time or extensive evidentiary motions. The Juvenile Duty Judge will forward motions for extensions to the Administrative Judge for a hearing and possible finding of extraordinary cause for an extension. A tentative schedule of hearings, including the Adjudicatory Hearing, will be cleared with the Assignment Office in order for the Administrative Judge to calculate and place on the record the number of days of the extension as required by Rule 11-114(b). Once the Administrative Judge issues the extension order, the Courtroom Clerk will issue a revised Scheduling Order reflecting the new Adjudicatory Hearing date and any other hearings that have been scheduled as well as Motions and Discovery deadlines. Case to be assigned to Judge conducting Pre-Trial Hearing who will assume individual responsibility for case's adjudication and disposition.

- Court confirms or modifies Adjudicatory Hearing date, request for extension beyond statutory deadline on basis of extraordinary cause to be ruled upon by the Administrative Judge.
- Clerk notes time required for Adjudicatory Hearing in computer.
- If ADJUDICATORY HEARING DATE changes, Courtroom Clerk obtains possible new dates from Assignment Office/from computer within the statutory deadlines unless extraordinary cause granted/deadline waived before Administrative Judge.
- Assignment Office updates computer from Court Sheet.

- Assignment Office generates notices for any new hearing dates at Court's direction, mails.

Up to Day 28*: **Adjudicatory Hearing**

- Assignment Office to call parties prior to Adjudicatory Hearing date to determine whether the scheduled Adjudicatory Hearing will proceed as planned and scheduled, i.e. trial v. plea, duration, in order to solidify the Court calendar and allocate appropriate Court resources. Assignment Office to keep Court informed about changes in scheduled events.

If the Child is found to have been involved (committed the alleged acts), the case proceeds to **Disposition** and a possible **Restitution Hearing** as above.

- Courtroom Clerk and Chambers generate any necessary orders, including Adjudication Orders, and Commitment Orders until Disposition if Disposition is to be delayed; orders for evaluations.
- Judge signs order(s).
- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Court sets Disposition and/or Restitution Hearing dates as necessary; assisted by Courtroom Clerk who obtains date(s) from Assignment Office/from computer for hearings.
- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.

Court to hold a hearing to review detention status every 14 days, if Adjudicatory Hearing carries beyond 30 days or disposition delayed.

Up to Day 58*: **Disposition Hearing** (if not held same day or waived)

- Chambers and the Courtroom Clerk generate any necessary orders, including Commitment Orders. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Judge signs order(s), confirms Restitution Hearing necessity, date, and length. .
- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not

receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.

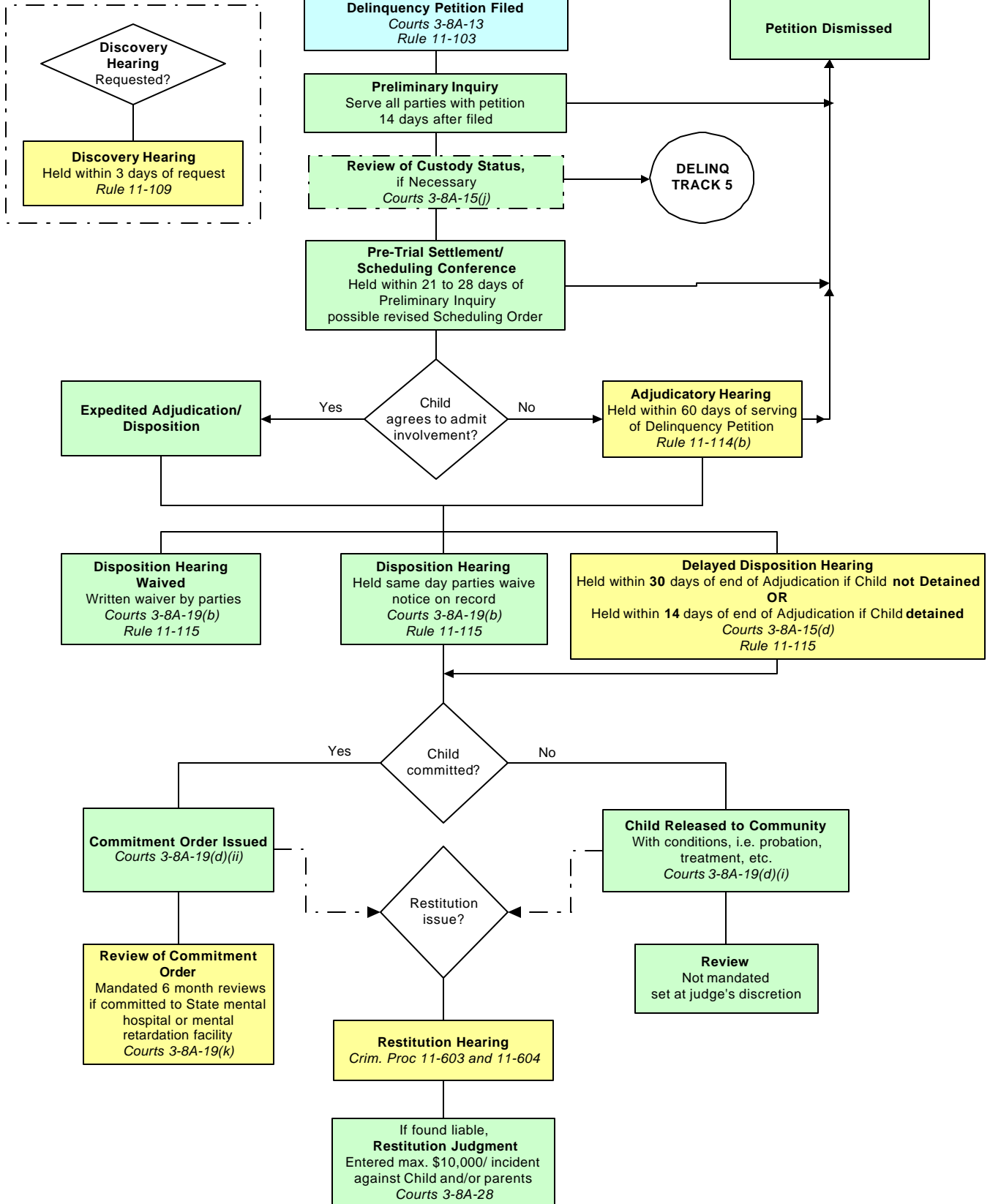
[Case closed for statistical purposes regarding time to disposition.]

Up to Day 88*: **Restitution Hearing** (if not resolved by agreement by Disposition Hearing)

- Judge enters Judgment of Restitution as necessary.
- Clerk generates Restitution Order.
- Judge signs order(s).
- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.

*NOTE: These dates may be rescheduled with appropriate findings of extraordinary/good cause.

TRACK 6 Complex Delinquent Non-Detention



TRACK 6 COMPLEX DELINQUENT NON-DETENTION

Process Summary:

DCM Track 6 is designated for complex delinquency cases that require more Court resources and time for proper resolution.

*Track 6 Categories include: HOMICIDE INCL. AUTOMANSLAUGHTER,
RAPE/SEX OFFENSES*

[Multiple defendants, Large Number of witnesses, victims, Competency, "NCR"]

The State's Attorney's Office files one or more petitions alleging delinquency. The child and his/her parents are served the petition(s) at a Preliminary Inquiry before a Juvenile Court Judge. Delinquent Preliminary Inquiries will be scheduled in conjunction with CINA Preliminary Inquiries before the Juvenile Duty Judge no more than 14 days after the petition is filed.

In instances where a Child appears without a parent or a parent without a Child, service of process is not made at the Preliminary Inquiry. Where a writ of attachment (Section 3-8A-14(c) of the Courts Article) is determined to be unwarranted, the procedure will be for a Preliminary Inquiry to be set two weeks later and a summons, along with the petition and a new Scheduling Order, forwarded to the Sheriff's Office for service.

Between 21 and 28 days after the petition is served at the Preliminary Inquiry, a Pre-Trial Settlement/Scheduling Conference will be held before the Judge in the Juvenile Duty rotation to determine whether the case can be resolved on an expedited basis without an Adjudicatory Hearing. The Judge handling the Delinquency docket will back up the Duty Judge to take pleas, if necessary. Those cases that are not resolved will proceed to the Adjudicatory Hearing scheduled before the Judge assigned to the Delinquency docket no more than 49 days from the Preliminary Inquiry.

At the Pre-Trial Hearing, the parties are to inform the Court as to whether a case requires forensic tests and examinations that cannot be completed within the statutory deadline or that a case's complexity requires unusual trial preparation time or extensive evidentiary motions. The Juvenile Duty Judge will forward motions for extensions to the Administrative Judge for a hearing and possible finding of extraordinary cause for an extension. A tentative schedule of hearings, including the Adjudicatory Hearing, will be cleared with the Assignment Office in order for the Administrative Judge to calculate and place on the record the number of days of the extension as required by Rule 11-114(b). Once the Administrative Judge issues the extension order, the courtroom clerk will generate a revised Scheduling Order reflecting the new Adjudicatory Hearing Date and any other hearings that have been scheduled as well as Motions and Discovery deadlines. The case will be assigned to the judge, who will assume individual responsibility for that case's adjudication and disposition.

A local practice currently places some cases on a stet/stay docket prior to adjudication in a manner similar to Rule 4-248 under Title 4, Criminal Causes, for which there is no equivalent procedure under Title 11, Juvenile Causes.

If the Child admits or is found to have been involved (committed the alleged acts), the case must proceed to disposition on the same day if the parties waive notice on the record, or within 14 days if the Child continues to be detained, with reviews to be conducted every 14 days thereafter (Section 3-8A-15(e) of the Courts Article), or 30 days if the Child is released. The Disposition Hearing may be waived if there is a written waiver by all the parties (Section 3-8A-19(b) of the Courts Article).

The Court must issue an order if the Child is to be committed to the custody or guardianship of the Department of Juvenile Services, the Department of Health and Mental Hygiene (DHMH), or a public or licensed private agency (Section 3-8A-19(d)(ii) of the Courts Article). The Child may not be committed for more than 3 years (Section 3-8A-24) of the Courts Article, though this order may be renewed until the Child is 21. If the Child is committed to a state mental hospital or mental retardation facility, the Court must receive progress reports every six months from DHMH and hold commitment order review hearings to determine whether the placement continues to be appropriate (Section 3-8A-19(k) of the Courts Article).

If there is a restitution issue that will be contested by the Child or his/her parent(s), a hearing must be held within 30 days of the Disposition Hearing unless extended by the Court for good cause. If the Child and/or his/her parents are found liable, then a Restitution Order is entered against them by the Court (maximum \$10,000 per incident). (Sections 11-603 and 11-604 of the Criminal Procedure Article)

DCM Track 6 Timeline:

Day 1: **Delinquency Petition Filed**

The State's Attorney's Office files Petition along with DCM Information Sheet. Clerk issues and mails summonses for Child and parent/guardian/custodian.

Counsel filing a line entering his/her appearance on behalf of a Child must file with the line of appearance, a line, signed by both the Child and his/her parent/guardian/custodian authorizing Counsel to accept service on their behalf in order for the Preliminary Inquiry to be removed from the calendar. Counsel completes and files the DCM Information Sheet.

Up to Day 14: **Preliminary Inquiry** (Service: Day 1.)

At the hearing, the Child and his/her parent/guardian/custodian are served with the petition, advised of the charges, and advised of his/her right to an attorney (referred to the Public Defender where appropriate) and given the Scheduling Order.

If neither the Child nor the parent/guardian/custodian appear, the Court should direct that the summons, along with the petition and a new Scheduling Order be forwarded to the Sheriff's Office for service.

When a parent does not appear, the Court should ascertain whether the Child is in foster care or otherwise under the care of a custodian or guardian who should be served in lieu of the parent and direct that the summons, along with the petition and a new Scheduling Order be forwarded to the Sheriff's Office for service upon that person instead.

If a parent appears without the Child, the Court should determine whether the parent knows where to find the Child. If the parent knows where the Child is, the Court should consider ordering the parent to bring the Child to Court by a certain time or face possible contempt proceedings with a writ of attachment to be issued for the Child. If the parent does not know where to find the Child, the Court should consider issuing a writ of attachment under Section 3-8A-14) of the Courts Article.

Section 3-8A-15(j) of the Courts Article allows the Court to impose, as a condition of release pending an Adjudicatory Hearing, reasonable provisions to protect the victim where the victim has requested "reasonable protections for safety". Information as to whether the victim has made such a request should be part of the information collected in DJS' s intake process and forwarded to the State's Attorney and/or the Court.

If no line entering an attorney's appearance is filed within a week of the Detention/Shelter Care Hearing, the Court appoints an attorney for the Child (Respondent). Counsel completes and files the DCM Information Sheet.

Up to Day 21: **Discovery** (Up to Day 7 after service.)

Discovery Packet to be delivered to Child's Counsel by State's Attorney within 5 days of the entry of appearance of counsel for the Child in accordance with Rule 11-109. Preferred practice: State's Attorney's Office to present discovery packet and file the discovery certification at the Detention/Shelter Care Hearing or immediately thereafter.

If custody status changes PRIOR to the first Pre-Trial Settlement Conference, the track designation will change to TRACK 5 and a new Scheduling Order issues. No track changes will occur if custody status changes beyond the Pre-Trial Settlement Conference date.

Day 35 to 42* **Pre-Trial Settlement/Scheduling Conference** (Day 21 to 28 after service.)

Agreement reached on one or more petitions: Plea taken or scheduled on the next Pre-Trial Settlement Conference date. The parties file a plea memorandum with the Court within 3 days of the Pre-Trial Settlement Conference whenever a plea agreement is not taken that day. When the taking of a plea agreement (Adjudicatory Hearing/no witnesses) is delayed from the original Pre-Trial date, the Adjudicatory Hearing date will not be removed from the calendar until the plea of involvement is taken

by the Court. If a plea agreement collapses, the case proceeds to the scheduled Adjudicatory Hearing date.

Court proceeds to the Disposition Hearing immediately if parties waive notice on the record. A Disposition Hearing may be waived with a written waiver by all parties. A Disposition Hearing may also be conditionally waived for the purposes of completion of programs, etc. If the conditions are not met, a Disposition Hearing is scheduled.

The Disposition Hearing may be delayed up to 14 days if Child is detained, or 30 days if Child is not detained.

No Agreement: Proceed to previously scheduled Adjudicatory Hearing. (Assign judge, confirm or modify dates in Scheduling Order; request for extension beyond statutory deadline on basis of extraordinary cause to be ruled upon by the Administrative Judge, schedule additional hearings as necessary. New Scheduling Order, reflecting Adjudicatory Hearing date and any other hearings that have been scheduled as well as Motions and Discovery deadlines, generated in court by courtroom clerk and distributed.)

Up to Day 63*: **Adjudicatory Hearing** (Up to Day 49 after service.)

If Child is found to have been involved (committed the alleged acts), the case proceeds to **Disposition** and possible **Restitution Hearing** as above.

Court to hold a hearing to review detention status every 14 days until Adjudicatory Hearing completed if finding of extraordinary cause moves Adjudicatory Hearing beyond 30 days.

Up to Day 93*: **Disposition Hearing** (Up to Day 79 after service if not held same day or waived.)

Up to Day 123*: **Restitution Hearing** (Up to Day 109 after service if not resolved by agreement by Disposition Hearing)

*NOTE: These Dates may be rescheduled with appropriate waivers/finding of extraordinary/good cause.

BUSINESS PRACTICES COLOR KEY GUIDE

- **AGENCY/PARTY Responsibility/Action**
- **COURT/COURT CLERK Responsibility/Action**
- **JUVENILE CASE MANAGEMENT Responsibility/Action**
- **ASSIGNMENT OFFICE Responsibility/Action**
- **NOTE**
- **IMPORTANT INFORMATION**

BUSINESS PRACTICES

TRACK 6

COMPLEX DELINQUENT NON-DETENTION

DCM Track 6 Timeline:

Day 1: **Delinquency Petition Filed**

- The State's Attorney's Office enters the petition in the computer, files the petition along with DCM Information Sheet and 4 service copies of the petition.
- Clerk docket petition, adds to existing file or generates a new physical file if necessary, schedules Preliminary Inquiry Hearing (Juvenile Duty Docket, 8:30 a.m. the second Monday after filing), makes 4 copies of petition for distribution at hearing, places service copies in file.
- Clerk places 5 copies of initial Scheduling Order generated automatically by computer into file for distribution at Preliminary Inquiry: (5 copies: Court, DJS, State's Attorney, Respondent, and parent(s)/guardian/custodian). Computer generates one copy per party automatically.
- Clerk issues summonses for Respondent and parent(s)/guardian/custodian and mails first class mail.
- Counsel filing a line entering his/her appearance on behalf of Respondent must file with the line of appearance, authorization by both the Respondent and his/her parent(s)/guardian/custodian allowing Counsel to accept service on their behalf in order for the Preliminary Inquiry to be removed from the calendar.
 - Clerk hands or mails copies of petition and Scheduling Order to Counsel who has filed a line and obtained authorization for service of both parent(s)/guardian/custodian and Respondent.
 - Clerk cancels scheduled Preliminary Inquiry and notifies the Assignment Office.

Up to Day 14: **Preliminary Inquiry** (Service: Day 1)

Held on Mondays on Juvenile Duty Docket, beginning 8:30 a.m.

- Courtroom Clerk checks in parties prior to the Court taking the bench, verifies addresses and phone numbers, serves petition and Scheduling Order WHEN both the Respondent AND parent(s)/guardian/custodian present. Both sign for their copy of the petition, summons, Scheduling Order.

At the hearing, the Respondent and his/her parent(s)/guardian/custodian are served with the petition, advised of the charges, and advised of his/her right to an attorney and given the Scheduling Order.

- Court via courtroom personnel distributes petition and Scheduling Order during hearings to late arrivals.
- Court confirms receipt of petition/Scheduling Order, advises of right to attorney, possibility of restitution and refers to Public Defender.
- If Respondent and parent(s)/guardian/custodian served, Clerk forwards copy of Scheduling Order to State's Attorney. Counsel for Respondent to receive copy upon filing line entering appearance.

If neither the Respondent nor the parent(s)/guardian/custodian appear, the Court should direct that the summons, along with the petition and a new Scheduling Order be forwarded to the Sheriff's Office for service.

- New Preliminary Inquiry set 2 weeks from original Preliminary Inquiry date (service outside jurisdiction may require additional time). Pre-Trial Settlement Conference date to be scheduled on the third Wednesday after the Preliminary Inquiry.
- Clerk generates summonses for both Respondent and parent(s)/guardian/custodian, new Scheduling Order, forwards with copies of petition, advice of rights, and referral to Sheriff's Office marked 'RUSH' the same day to ensure service within 14 days.

When no parent(s) appears, the Court should ascertain whether the Respondent is in foster care or otherwise under the care of a custodian or guardian who should be served in lieu of the parent and direct that the summons, along with the petition and a new Scheduling Order be forwarded to the Sheriff's Office for service upon that person instead.

- New Preliminary Inquiry set 2 weeks from original Preliminary Inquiry date. Pre-Trial Settlement Conference date to be scheduled the third Wednesday after the Preliminary Inquiry.
- Clerk generates summonses for both Respondent and parent(s)/guardian/custodian, new Scheduling Orders, forwards with copies of petition and advice of rights, referral to Public Defender to the Sheriff's Office marked "RUSH" the same day to ensure service within 14 days.

If parent(s)/guardian/custodian appears without the Respondent, the Court should determine whether the parent(s)/guardian/custodian knows where to find the Respondent. If the parent(s)/guardian/custodian knows where the Respondent is, the Court should consider ordering the parent(s)/guardian/custodian to bring the Respondent to Court by a certain time or face possible contempt proceedings. If the parent(s)/guardian/custodian does not know where to find the Respondent, the Court should consider issuing a writ of attachment under Courts, § 3-8A-145.

- Clerk generates writ of attachment, if directed by Court, and forwards to Sheriff's Office, OR:

- Clerk generates summonses for both Respondent and parent(s)/ guardian/custodian, new Scheduling Orders, forwards with copies of petition, advice of rights, and referral to Public Defender to the Sheriff's Office marked "RUSH" the same day to ensure service within 14 days.

Courts, § 3-8A-15(j) allows the Court to impose, as a condition of release pending an Adjudicatory Hearing, reasonable provisions to protect the victim where the victim has requested "reasonable protections for safety." Information as to whether the victim has made such a request should be part of the information collected in DJS's intake process and forwarded to the State's Attorney and/or the Court.

- Appropriate order(s) (Commitment/HEM/Conditional release, evaluations) generated by Chambers and/or Courtroom Clerk, signed by Judge. Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- DCM Information Sheets docketed and filed by Clerk.

If no line entering an attorney's appearance is filed within a week of the Detention Hearing, the Court appoints an attorney for the Respondent.

- The Clerk appoints an attorney off of the list, confirms availability, generates order of appointment, stamps Judge's signature to order, faxes petition(s) and Scheduling Order to attorney. In cases where the time between appointment of Counsel and the next scheduled hearing is less than 5 days, a one week re-set would be appropriate to allow Counsel to become familiar with case.

Up to Day 21: **Discovery** (Up to Day 7 after service)

Discovery packet delivered to Respondent/Counsel by State's Attorney within 5 days of the entry of appearance of Counsel for the Respondent in accordance with Rule 11-109. Preferred practice: State's Attorney's Office to present discovery packet and file the discovery certification at the Preliminary Inquiry or immediately thereafter (unless a line has already been entered by Counsel).

- State's Attorney files discovery certification with the Court.
- Certification of discovery docketed and filed by Clerk.
- Juvenile Case Managers to coordinate written motions, such as motions to compel discovery and motions to continue or change scheduled dates, once filed and docketed by the juvenile clerks. Juvenile Case Managers to clear new dates where motion to extend requires extraordinary cause finding and numbers of days of extension.

- Assignment Office to clear new dates with parties once other motions to continue granted, case removed from docket with code CONT DTBS (Date To Be Set) when court-interface computer programming fully implemented.

WHERE REPORTS/EVALUATIONS HAVE BEEN ORDERED BY THE COURT:

- **NOTE:** Rule 11-105 requires that reports of examinations are to be distributed by the Court to Counsel when it receives the report but no later than 2 days prior to presentation at Court.
- Agency/evaluator files report/evaluation with the Court and provides service copies (3) to be distributed by the Court to the Judge who will handle the case, Respondent's Counsel, and the State's Attorney (Rule 11-105—now applicable to Courts, § 3-8A-17).
- Juvenile Case Managers to get computer-generated report indicating due dates of reports, plans etc., to inform Court and follow-up if these are not timely.
- The Clerk docket the receipt of studies, evaluations, and reports in the computer, files the original, and calls private Counsel to let them know the report is ready for PICK UP or forwards copy to Public Defender (where appropriate) State's Attorney, and the Judge who ordered the particular examination and report—if the Judge is handling the disposition, etc. in the case.
- Secretary of Judge assigned to case to create in-office file for Judge's copy—Judge's notes go into that file.

NOTE: If custody status changes in the instant case PRIOR to the first Pre-Trial Settlement Conference, THE TRACK DESIGNATION WILL CHANGE TO TRACK 1 and a new Scheduling Order issues. No track changes will occur if custody status changes beyond the Pre-Trial Settlement Conference. Assignment Office to be notified at Detention Hearing, if detained.

Day 35 to 42 **Pre-Trial Settlement Conference** (Day 21 to 28 after service)

**Held on Wednesdays on Juvenile Duty Docket, beginning 8:30 a.m.,
Delinquent Docket Judge to handle pleas, if available.**

Agreement reached on one or more petitions: Plea taken or scheduled on the next Pre-Trial Settlement Conference date *[or a date prior to the Adjudicatory Hearing date (Day 49)]*. If the Plea date (Adjudicatory Hearing/No Witnesses) is delayed from the original Pre-Trial date, the Adjudicatory Hearing date will not be removed from the calendar until the plea of involvement is taken by the Court. If a plea agreement collapses, the case proceeds to the scheduled Adjudicatory Hearing date.

- Parties to file written memorandum detailing plea agreement within 3 business days of Pre-Trial Hearing, if plea is not taken the same day.

- Assignment Office is to follow up on plea memoranda and alert the Court if not filed by parties or if plea agreement does not materialize or collapses, with preference in the docket call of the re-set Pre-Trials to be given to those cases in which a memorandum has been filed.

Court proceeds to the Disposition Hearing immediately, if parties waive notice on the record. A Disposition Hearing may be waived with a written waiver by all parties. A Disposition Hearing may also be conditionally waived for the purposes of completion of programs, etc. If the conditions are not met, a Disposition Hearing is scheduled.

Disposition Hearing may be delayed up to 14 days if Respondent continues to be detained or is placed in detention, or 30 days if Respondent is released from detention.

- Courtroom Clerk and Chambers generate any necessary orders, including Adjudication Orders, and Commitment Orders until Disposition if Disposition is to be delayed; orders for evaluations.
- Judge signs order(s).
- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Court sets Disposition and/or Restitution Hearing dates as necessary; assisted by Courtroom Clerk who obtains date(s) from Assignment Office/from computer for hearings.
- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.

[In Montgomery County, the Court typically holds an immediate disposition (since a record check is available and a social history may have been done relatively recently in another petition) with the understanding that if the social history turns up any unknown issues like a drug problem, a review will be held and the conditions modified.]

No Agreement: Proceed to previously scheduled Adjudicatory Hearing. At the Pre-Trial Hearing, the parties are to inform the Court as to whether a case requires forensic tests and examinations that cannot be completed within the statutory deadline or that a case's complexity requires unusual trial preparation time or extensive evidentiary motions. The Juvenile Duty Judge will forward motions for extensions to the Administrative Judge for a hearing and possible finding of extraordinary cause for an extension. A tentative schedule of hearings, including the Adjudicatory Hearing, will be cleared with the Assignment Office in order for the Administrative Judge to calculate and place on the record the number of days of the extension as required by Rule 11-114(b). Once the Administrative Judge issues the extension order, the Courtroom Clerk will issue a revised Scheduling Order reflecting the new Adjudicatory Hearing date and any other

hearings that have been scheduled as well as Motions and Discovery deadlines. The case will be assigned on a rotating basis to a Judge who will assume individual responsibility for that case's adjudication and disposition.

- Court confirms or modifies Adjudicatory Hearing date, request for extension beyond statutory deadline on basis of extraordinary cause to be ruled upon by the Administrative Judge.
- Clerk notes time required for Adjudicatory Hearing in computer.
- If ADJUDICATORY HEARING DATE changes, Courtroom Clerk obtains possible new dates from Assignment Office/from computer within the statutory deadlines unless extraordinary cause granted/deadline waived before Administrative Judge.
- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.

Up to Day 63*: Adjudicatory Hearing (Up to Day 49 after service)

- Assignment Office to call parties prior to Adjudicatory Hearing date to determine whether the scheduled Adjudicatory Hearing will proceed as planned and scheduled, i.e. trial v. plea, duration, in order to solidify the Court calendar and allocate appropriate Court resources. Assignment Office to keep Court informed about changes in scheduled events.

If the Child is found to have been involved (committed the alleged acts), the case proceeds to **Disposition** and a possible **Restitution Hearing** as above.

- Courtroom Clerk and Chambers generate any necessary orders, including Adjudication Orders, and Commitment Orders until Disposition if Disposition is to be delayed; orders for evaluations.
- Judge signs order(s).
- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Court sets Disposition and/or Restitution Hearing dates as necessary; assisted by Courtroom Clerk who obtains date(s) from Assignment Office/from computer for hearings.
- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.

Court to hold a hearing to review detention status every 14 days, if adjudicatory hearing carries beyond 30 days or disposition delayed.

Up to Day 93*: **Disposition Hearing** (Up to Day 79 after service if not held same day or waived.)

- Chambers and the Courtroom Clerk generate any necessary orders, including Commitment Orders. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Judge signs order(s), confirms Restitution Hearing necessity, date, and length. .
- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.

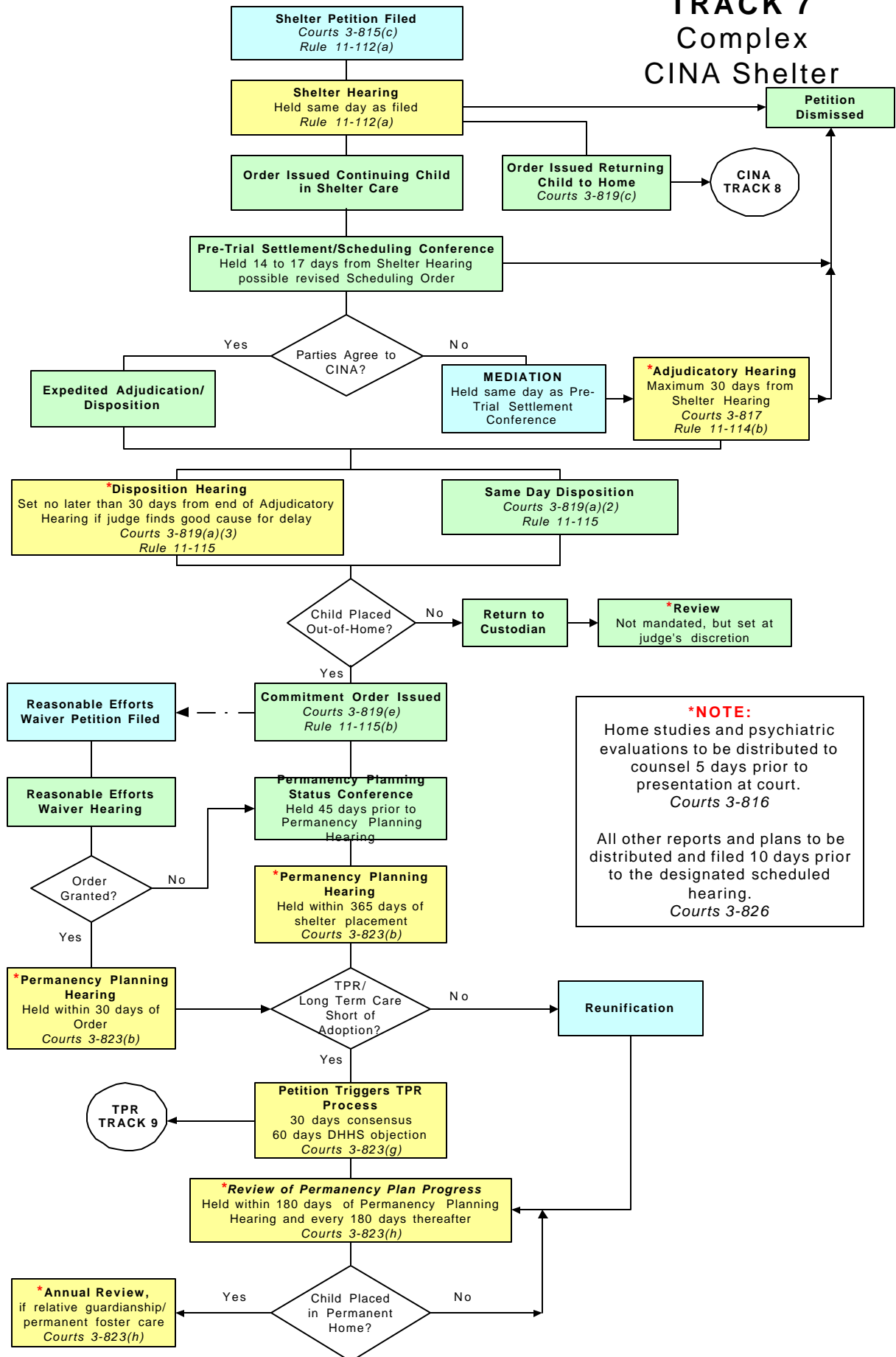
[Case closed for statistical purposes regarding time to disposition.]

Up to Day 123*: **Restitution Hearing** (Up to Day 109 after service if not resolved by agreement by Disposition Hearing.)

- Judge enters Judgment of Restitution as necessary.
- Clerk generates Restitution Order.
- Judge signs order(s).
- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.

*NOTE: These dates may be rescheduled with appropriate findings of extraordinary/good cause.

TRACK 7 Complex CINA Shelter



TRACK 7
COMPLEX
CINA SHELTER

Process Summary:

DCM Track 7 is designated for complex CINA cases that require more Court resources and time for proper resolution. Track 7 Categories include: 3 OR MORE CHILDREN WITH MULTIPLE PLACEMENT ISSUES; SEVERE MENTAL OR PHYSICAL DISABILITIES

According to Section 3-815(c) of the Courts Article, after placing a Child in emergency shelter care, the Montgomery County Department of Health and Human Services (DHHS) must immediately file a petition requesting its continuation if the Child is not returned to the custodial parent or guardian. The Court must hear that petition no later than the next day that the Court is in session, with reasonable notice given to the parents, guardian or custodian, if they can be found. CINA Shelter Care Hearings will be handled by the Judge in the Juvenile Duty rotation on the same day that the petition is filed.

If the Child is returned to the custody of his/her parent(s) or guardian, the case track designation will change at this point to TRACK 8.

If the Court authorizes continued shelter care, the case must begin adjudication within 30 days. However, the Court may find, after beginning adjudication within that time period, that the facts ascertained during adjudication indicate that continued shelter care is needed for the safety of the child. If there is no such finding or adjudication does not begin within 30 days, the child is to be released from shelter care. If the Court makes such a finding, the child may be kept in shelter care an additional 30 days. Additionally, a case must begin adjudication within 60 days of the service of the petition unless the Court finds extraordinary cause for the case to be delayed.

Approximately 2 weeks after the Shelter Care Hearing, a Pre-Trial Settlement Conference will be held before the Judge in the Juvenile Duty rotation to determine whether the case can be resolved on an expedited basis without an Adjudicatory Hearing. The Judge handling the CINA docket will back up the Duty Judge to handle CINA consent agreements, if necessary. Cases that have not resolved by the Pre-Trial Settlement Conference proceed to mediation the same day unless there are parallel criminal charges. The Judge handling the CINA docket will assist the Duty Judge in handling CINA consent agreements as necessary. Those cases that are not resolved will proceed to the scheduled Adjudicatory Hearing on a CINA docket no more than 28 days from the Shelter Care Hearing.

At the Pre-Trial Hearing, the parties are to inform the Court as to whether a case requires forensic tests, evaluations or examinations that cannot be completed within the statutory deadline or that a case's complexity requires unusual trial preparation time or extensive evidentiary motions. The Juvenile Duty Judge will forward motions for extensions to the Administrative Judge for a hearing and possible finding of

extraordinary cause for an extension. A tentative schedule of hearings, including the Adjudicatory Hearing, will be cleared with the Assignment Office in order for the Administrative Judge to calculate and place on the record the number of days of the extension as required by Rule 11-114(b). Once the Administrative Judge issues the extension order, the courtroom clerk will generate a revised Scheduling Order reflecting the new Adjudicatory Hearing date and any other hearings that have been scheduled as well as Motions and Discovery deadlines. The case will be assigned to the judge who will assume individual responsibility for that case's adjudication and disposition.

If the allegations in the CINA petition are proved or admitted to, the case must proceed to a separate Disposition Hearing on the same day as the end of the adjudication unless the Judge finds good cause for delay (Section 3-815(a)(2) of the Courts Article) which may not exceed 30 days. At the Disposition Hearing, the Judge makes a determination whether the proved allegations are sufficient to adjudicate the Child as a Child In Need of Assistance (Section 3-8A-19(b) of the Courts Article).

Once a Child is adjudicated CINA, the Court must decide whether to return the Child to the home with conditions or to place the Child out-of-home. The Court must issue an order if the Child is to be committed to the custody or guardianship of the Department of Health and Human Services or any other agency or individual (Section 3-819(e) of the Courts Article). If the Child is committed to a state mental hospital or mental retardation facility, the Court must receive progress reports every six months from DHHS and hold commitment order review hearings to determine whether the placement continues to be appropriate (Section 3-819(i) of the Courts Article). The case remains assigned to the individual judge for any further hearings. *[Further hearings and reviews to be scheduled when that Judge is in the CINA rotation or in the Juvenile Duty assignment if the CINA calendar is full or the review is brief.]*

When a Child is placed out-of-home, DHHS must develop a Permanency Plan. If reasonable efforts toward reunification should be waived because of aggravated circumstances (Section 3-812 of the Courts Article), a hearing is scheduled after a petition for waiver is filed. If the petition is granted, the Court must hold a Permanency Planning Hearing within 30 days (which can be held the same day as the Reasonable Efforts Hearing if all of the parties agree) (Section 3-823(b)(ii) of the Courts Article). Otherwise, the Court is required to hold a Permanency Planning Hearing within 11 months plus 30 days after the shelter care placement (1 year) (Section 3-823(b)(i) of the Courts Article.) Written Permanency Plans are to be distributed to the parties and filed 10 days prior to the hearing.

At the Permanency Planning Hearing, for which the parents and caregiver must be given 7 days notice, the Court determines what the Permanency Plan will be, ranging from reunification to termination of parental rights and adoption. The latter Permanency Plans trigger the TPR process (Section 3-823(b)(i) of the Courts Article). The case moves to TRACK 9 TPR when the Termination of Parental Rights/Long Term Care Short of Adoption Petition is filed by the County Attorney's Office.

Once the Permanency Plan is adopted, the Judge must hold a review every 180 days until the Child is placed in a permanent home, which is to occur within 24 months, or until commitment is rescinded, or the TPR petition is filed. If that permanent home is

long-term foster care or guardianship with a relative, the review is annual (Section 3-823(h) of the Courts Article).

DCM Track 7 Timeline:

NOTE: Home studies and psychiatric evaluations are to be distributed to Counsel 5 days prior to presentation in Court. All other reports and plans, including Permanency Plans are to be distributed and filed 10 days prior to the designated Hearing.

Day 1: **Shelter Care Hearing:**

Petition filed by the Montgomery County Department of Health and Human Services (DHHS). Clerk opens case. At the hearing, the Child (via the Child's attorney who is appointed from a group of contract attorneys) and parent(s), who have been interviewed by the Public Defender's Office, are served with the petition. Shelter care status determined by the Court; order issued. The County Attorney and Counsel complete and file the DCM Information Sheets.

If the Child is released from shelter care pending the Adjudicatory Hearing, track assignment changes to track 8; Track 8 Scheduling Order issues in Court, generated by courtroom clerk.

Day 10: **Discovery Complete.**

Day 14 to 17: **Pre-Trial Settlement/Scheduling Conference:**

Agreement reached: Agreement placed on record and consent entered or scheduled on the next Pre-Trial Settlement Conference date. The parties file a memorandum detailing the agreement with the Court within 3 days of the Pre-Trial Settlement Conference whenever a consent agreement is not entered that day. When the entering of a consent agreement is delayed from the original Pre-Trial date, the Adjudicatory Hearing date will not be removed from the calendar until the consent agreement is entered on the record. If a consent agreement collapses, the case proceeds to the scheduled Adjudicatory Hearing date.

Court proceeds to a separate Disposition Hearing immediately unless the Court makes a finding of good cause for delay up to a maximum of 30 days.

No Agreement: Cases that have not resolved by the Pre-Trial Settlement Conference proceed to mediation the same day unless there are parallel criminal charges. The Judge handling the CINA docket will assist the Duty Judge in handling CINA consent agreements as necessary. Those cases that are not resolved will proceed to the scheduled Adjudicatory Hearing.

(Assign judge, confirm or modify dates in Scheduling Order; request for continuance beyond statutory deadline on basis of extraordinary cause to be ruled upon by the Administrative Judge, schedule additional hearings as necessary. New Scheduling Order, reflecting Adjudicatory Hearing date and any other hearings that have been scheduled as well as Motions and Discovery deadlines, generated in court by courtroom clerk and distributed.)

Up to Day 28*: **Adjudicatory Hearing**

If the conditions alleged in the petition are proved, the case proceeds to **Disposition Hearing** as above.

Up to Day 58*: **Disposition Hearing** (if not held same day.)

Up to day 320*: **Permanency Planning Status Conference**

Held 45 days prior to the Permanency Planning Hearing, a 15 minute or less status conference to be attended by Counsel only to determine time needed for Hearing, number of witnesses expected to be called. The Permanency Planning Hearing date will be adjusted if necessary to accommodate lengthy hearings.

Cases to be referred to Mediation services when these resources become available. (Mediation referrals to be coordinated by juvenile case managers.)

Up to Day 365*: **Permanency Planning Hearing**

(UNLESS Reasonable Efforts Waiver Petition filed; Reasonable Efforts Hearing held and Waiver granted. Then the Permanency Planning Hearing MUST be held within 30 days of the Waiver Hearing/CAN be held same day if all parties agree.)

Policy will be for the County Attorney to bring to court a Petition for TPR and a Show Cause Order to all Permanency Planning Hearings to be served upon the parties in the event the judge rules that adoption/long term care short of adoption is to be the Permanency Plan.

Review of Permanency Plan progress every 180 days.

Up to Day 425*: **TPR Petition**

TPR Petition to be filed by the County Attorney's Office triggering TPR process within 30 days if DHHS concurs, 60 days if DHHS objects. TPR petition begins new case in TRACK 9. (Policy is for the petition to be filed at conclusion of the Permanency Planning Hearing.) Court then holds TPR Hearing in lieu of 180-day Review.

Permanency Planning Review Hearings are not held once TPR petition is filed as this process supersedes those reviews.

BUSINESS PRACTICES COLOR KEY GUIDE

- **AGENCY/PARTY Responsibility/Action**
- **COURT/COURT CLERK Responsibility/Action**
- **JUVENILE CASE MANAGEMENT Responsibility/Action**
- **ASSIGNMENT OFFICE Responsibility/Action**
- **NOTE**
- **IMPORTANT INFORMATION**

BUSINESS PRACTICES

TRACK 7

COMPLEX CINA SHELTER

DCM Track 7 Timeline:

NOTE: Home studies, medical and psychiatric evaluations are to be distributed to Counsel 5 days prior to presentation at Court (Courts, Section 3-816). Other reports and plans, including Permanency Plans are to be filed and distributed 10 days prior to the designated hearing (Disposition, Permanency Planning, and reviews). Section 3-826 of the Courts Article provides that a local department shall provide all parties with a written report but does not say how they are to be distributed. Rule 11-105 requires that reports of examinations are to be distributed **by the Court** to Counsel when it receives the report but no later than 2 days prior to presentation at Court. The Rule and the law conflict with regard to the timeframe but the discrepancies do not relieve the Court of the responsibility for distribution.

- Agency/evaluator files report/plan/evaluation with the Court and provides service copies to be distributed to appropriate Counsel/parties.
- Juvenile Case Managers to get computer-generated report indicating due dates of reports, plans etc., to inform Court and follow-up if these are not filed timely.
- The Clerk docket the receipt of studies, evaluations, and reports in the computer, files the original, and calls Counsel to let them know the report is ready for PICK UP or forwards copy to County Attorney and the Judge who ordered the particular study, plan or report—if the Judge is handling the next scheduled hearing in the case (usually post adjudication).
- Secretary of Judge assigned to case to create in-office file for Judge's copy—Judge's notes go into that file.

Day 1: **Shelter Care Hearing:**

Held on the Juvenile Duty Docket at 1:30 p.m. on the day the petition is filed.

Petition filed by the Montgomery County Department of Health and Human Services (DHHS). [*Montgomery County holds hearing the same day that the petition is filed.*] Clerk opens case. At the hearing, the Child (via the Child's attorney who is appointed from a group of contract attorneys) and parent(s), who have been interviewed by the Public Defender's Office, are served with the petition and given the Scheduling Order. Shelter care status determined by the Court; order issued. The County Attorney completes and files the DCM Information Sheet.

- The DHHS/CAO LIAISON opens the case and enters the petition and related information in the computer.

- DHHS files Continued Shelter Care Petition.
- Clerk docket petition, adds to existing file or generates a new file if necessary, schedules hearing (Juvenile Duty Docket, 1:30 p.m. same day), makes 4 copies of petition for distribution at hearing, places in file.
- Clerk appoints Counsel for the Child based on assignment to that day's shelter hearings.
- Assignment Office to receive a computer-generated report of cases scheduled for that day's Detention/Shelter Hearings by noon.

At the hearing, the Child's Counsel is served with the petition, the parent(s) advised of the allegations, advised of his/her right to an attorney if they have not already been interviewed by the Public Defender's Office and given Scheduling Order and other documents including Confidential Mediation Questionnaire.

- Court determines shelter care status.

If the Child is released from shelter care, TRACK ASSIGNMENT CHANGES TO TRACK 8; Track 8 Scheduling Order issues [*but without preliminary inquiry since Child (via Counsel) and parent have already been served with petition*].

- County Attorney and Counsel for the Child complete and file DCM Information Sheet.
- Appropriate Track designated by the Court.
- Appropriate order(s) (Continued Shelter Care, Commitment, Controlling Conduct, Evaluations, Studies, Reports, and Discovery) generated by Chambers and/or Courtroom Clerk, signed by Judge. Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- DCM Information Sheets docketed and filed by the Clerk.

Court makes inquiry concerning the identity and current address of parent(s) at each CINA hearing and directs parent(s) to complete **purple** Current Address forms.

- Parent(s) complete **purple** Current Address forms.
- Current Address forms docketed and filed by the Clerk.

Day 10: **Discovery complete.**

- Juvenile Case Managers to coordinate written motions, such as motions to compel discovery, motions for protective orders and motions to continue or

change scheduled dates, once filed and docketed by the juvenile clerks. Juvenile Case Managers to clear new dates where motion to extend requires extraordinary cause finding and numbers of days of extension.

- Assignment Office to clear new dates with parties once other motions to continue granted, case removed from docket with code CONT DTBS (Date To Be Set) when court-interface computer programming fully implemented.

Day 14 to 17: Pre-Trial Settlement Conference

Held on Tuesdays and Thursdays on Juvenile Duty Docket, beginning 11:30 a.m., CINA Docket Judge to handle consent agreements, if available.

Agreement reached: Agreement placed on record and Consent entered. (Case may be reset on another Pre-Trial Settlement Conference date prior to the Adjudicatory Hearing date (Day 28). *This will make certain that CINA cases are scheduled for days on which Mediation services are scheduled in the event the agreement breaks down.*) The parties file a memorandum detailing the agreement with the Court within 3 days of the Pre-Trial Settlement Conference whenever a consent agreement is not entered on the originally scheduled Pre-Trial date. When the entering of a consent agreement is delayed from the original Pre-Trial date, the Adjudicatory Hearing date will not be removed from the calendar until the consent agreement is entered on the record. If a consent agreement collapses, the case proceeds to the scheduled Adjudicatory Hearing date.

- Parties to file written memorandum detailing consent agreement within 3 business days of Pre-Trial Hearing if not entered on the record on the originally scheduled Pre-Trial date.
- Assignment Office is to follow up on consent agreement memoranda and alert the Court if not filed by parties or if consent agreements do not materialize or collapses, with preference in the docket call of the re-set Pre-Trials to be given to those cases in which a memorandum has been filed.
- All further hearings to be handled by the Judge accepting the consent agreement. *Therefore, sitting judges should take consent agreements when a retired or visiting judge is handling the Juvenile Duty Docket.*

Court proceeds to a separate Disposition Hearing immediately unless the Court makes a finding of good cause for delay up to a maximum of 30 days.

- Courtroom Clerk and Chambers generate any necessary orders, including "Adjudication" Orders indicating that the facts alleged have been sustained and what the custody status is to be until Disposition, if Disposition is to be delayed. An "Adjudication and Disposition" Order issues if the Child is "adjudicated" CINA at the Disposition Hearing (once Disposition Hearing completed) and orders for evaluations. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.

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- Assisted by Courtroom Clerk who obtains dates from Assignment Office/from computer for hearings, the Court sets Permanency Planning Hearing date if the Child is kept in Shelter Care, as well as due date for written Permanency Plan (10 days prior to Permanency Planning Hearing) and a (less than 15 minute) Permanency Status Conference to be attended by Counsel 45 days prior to the Permanency Planning Hearing.
- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.
- Court makes inquiry concerning the identity and current address of parent(s) at each CINA hearing and directs parent(s) to complete purple Current Address forms.
- Parent(s) complete purple Current Address forms.
- Current Address forms docketed and filed by the Clerk.

NOTE: Status review hearings prior to the Permanency Planning Hearing will not be set unless requested in writing by a party.

No Agreement: Case to proceed to court-ordered Mediation the same day as the Pre-Trial Settlement Conference unless there are parallel criminal charges. Cases not resolved via mediation proceed to scheduled Adjudicatory Hearing. At the Pre-Trial Hearing, the parties are to inform the Court as to whether a case requires forensic tests and examinations that cannot be completed within the statutory deadline or that a case's complexity requires unusual trial preparation time or extensive evidentiary motions. The Juvenile Duty Judge will forward motions for extensions to the Administrative Judge for a hearing and possible finding of extraordinary cause for an extension. A tentative schedule of hearings, including the Adjudicatory Hearing, will be cleared with the Assignment Office in order for the Administrative Judge to calculate and place on the record the number of days of the extension as required by Rule 11-114(b). Once the Administrative Judge issues the extension order, the Courtroom Clerk will issue a revised Scheduling Order reflecting the new Adjudicatory Hearing date and any other hearings that have been scheduled as well as Motions and Discovery deadlines. The case will be assigned on a rotating basis to a Judge who will assume individual responsibility for that case's adjudication and disposition.

- Juvenile Case Managers will contact parties beginning 3 days prior to the Pre-Trial Settlement Hearing to determine which cases will not settle and will schedule Mediation resources accordingly. Juvenile Case Managers are to monitor scheduling of Mediators with mediating parties to avoid potential conflicts of interest.
- Juvenile Case Managers will generate a Mediation prep sheet indicating which cases are appropriate for mandatory Mediation (no pending criminal cases)

stemming from the same incident) and a blank Mediation Order for signature by the Court.

- Parties to bring completed Confidential Mediation Questionnaire to Court or given new copies to complete if they do not do so.
- Court signs Mediation Order for same day Mediation session of up to 3 hours. Cases with pending parallel criminal charges are to be exempted from mandatory process.
- Juvenile Case Managers meet parties at 1:15 p.m., distribute mediation orders to parties who have not reached a consent agreement, accompany parties to mediation site, introduce them to mediator, and leave (return to Court as necessary).
- Court calls Pre-Trial docket a second time at 1:30 p.m. and places consent agreements on the record that may have been reached as above.

IF NO AGREEMENT IS REACHED VIA MEDIATION:

- Court confirms or modifies Adjudicatory Hearing date, request for extension beyond the statutory deadline on basis of extraordinary cause to be ruled upon by the Administrative Judge.
- Clerk notes time required for Adjudicatory Hearing.
- If ADJUDICATORY HEARING date changes, Courtroom Clerk obtains possible new dates from Assignment Office/from computer within the statutory deadlines unless extraordinary cause granted by Administrative Judge.
- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.
- Court makes inquiry concerning the identity and current address of parent(s) at each CINA hearing and directs parent(s) to complete purple Current Address forms.
- Parent(s) complete purple Current Address forms.
- Current Address forms docketed and filed by the Clerk.

Up to Day 28*: Adjudicatory Hearing

If the conditions alleged in the petition are proved, the case proceeds to **Disposition Hearing** as above.

- Courtroom Clerk and Chambers generate any necessary orders, including "Adjudication" Orders indicating that the facts alleged have been sustained and what the custody status is to be until Disposition, if Disposition is to be delayed. An "Adjudication and Disposition" Order issues if the Child is "adjudicated" CINA at the Disposition Hearing (once Disposition Hearing completed), as well as any orders for evaluations, etc. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Assisted by Courtroom Clerk who obtains dates **from Assignment Office/from computer** for hearings, the Court sets Permanency Planning Hearing date if the Child is kept in Shelter Care, as well as due date for written Permanency Plan (10 days prior to Permanency Planning Hearing) and a (less than 15 minute) Permanency Status Conference to be attended by Counsel 45 days prior to the Permanency Planning Hearing.
- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.
- Court makes inquiry concerning the identity and current address of parent(s) at each CINA hearing and directs parent(s) to complete **purple** Current Address forms.
- Parent(s) complete **purple** Current Address forms.
- Current Address forms docketed and filed by the Clerk.

NOTE: Status review hearings prior to the Permanency Planning Hearing will not be set unless requested in writing by a party.

- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- All further hearings to be handled by the Judge handling the Adjudicatory Hearing.
 - *Further hearings and reviews to be scheduled when that Judge is in the CINA rotation or in the Juvenile Duty assignment if the CINA calendar is full or the review is brief.*

Up to Day 58*: **Disposition Hearing** (if not held same day or waived).

- Courtroom Clerk and Chambers generate any necessary orders, including "Adjudication" Orders indicating that the facts alleged have been sustained and what the custody status is to be until Disposition, if Disposition is to be delayed.

An "Adjudication and Disposition" Order issues if the Child is "adjudicated" CINA at the Disposition Hearing (once Disposition Hearing completed), as well as any orders for evaluations, etc. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.

- Assisted by Courtroom Clerk who obtains dates from Assignment Office/from computer for hearings. Court sets Permanency Planning Hearing date if the Child is placed in foster care, as well as due date for written Permanency Plan (10 days prior to Permanency Planning Hearing) and a (less than 15 minute) Permanency Status Conference to be attended by Counsel.

NOTE: Status review hearings prior to the Permanency Planning Hearing will not be set unless requested in writing by a party.

- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.
- Court makes inquiry concerning the identity and current address of parent(s) at each CINA hearing and directs parent(s) to complete purple Current Address forms.
- Parent(s) complete purple Current Address forms.
- Current Address forms docketed and filed by the Clerk.
- Judge signs order(s).
- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.

[Case closed for statistical purposes regarding time to disposition.]

- Juvenile Case Managers to monitor cases to determine whether Permanency Plans have been filed with the Court within the deadline. Computer-generated case status report to be run on a weekly basis.

Up to day 320*: Permanency Planning Status Conference

Held 45 days prior to the Permanency Planning Hearing, a 15 minute or less status conference to be attended by Counsel only to determine time needed for hearing, number of witnesses expected to be called. The date will be adjusted if necessary to accommodate lengthy hearings.

Cases to be referred to Mediation services when those resources become available. (Mediation referrals to be coordinated by Juvenile Case Managers.)

Up to Day 365*: Permanency Planning Hearing

(UNLESS Reasonable Efforts Waiver Petition filed; Reasonable Efforts Hearing held and Waiver granted. Then the Permanency Planning Hearing MUST be held within 30 days of the Waiver Hearing but CAN be held same day if all parties agree.)

Review of Permanency Plan progress required every 180 days by statute.

- Courtroom Clerk and Chambers generate any necessary orders, including Permanency Plan, orders for evaluations, etc. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Assisted by Courtroom Clerk who obtains dates) **from Assignment Office/from computer** for hearings, the Court sets Permanency Planning Progress Review hearing date(s).
- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.
- Where appropriate, County Attorney files TPR Petition concurrent with the conclusion of the Permanency Planning Hearing, obtains show cause order from judge who is not presiding over the Permanency Planning Hearing.
- County Attorney serves Show Cause Order upon parties in open court.

Up to Day 483*: TPR Petition

TPR Petition to be filed by the County Attorney's Office triggering TPR process within 30 days if DHHS concurs; 60 days, if DHHS objects. TPR Petition begins new case in TRACK 9. Court then holds TPR Hearing in lieu of 180-day review.

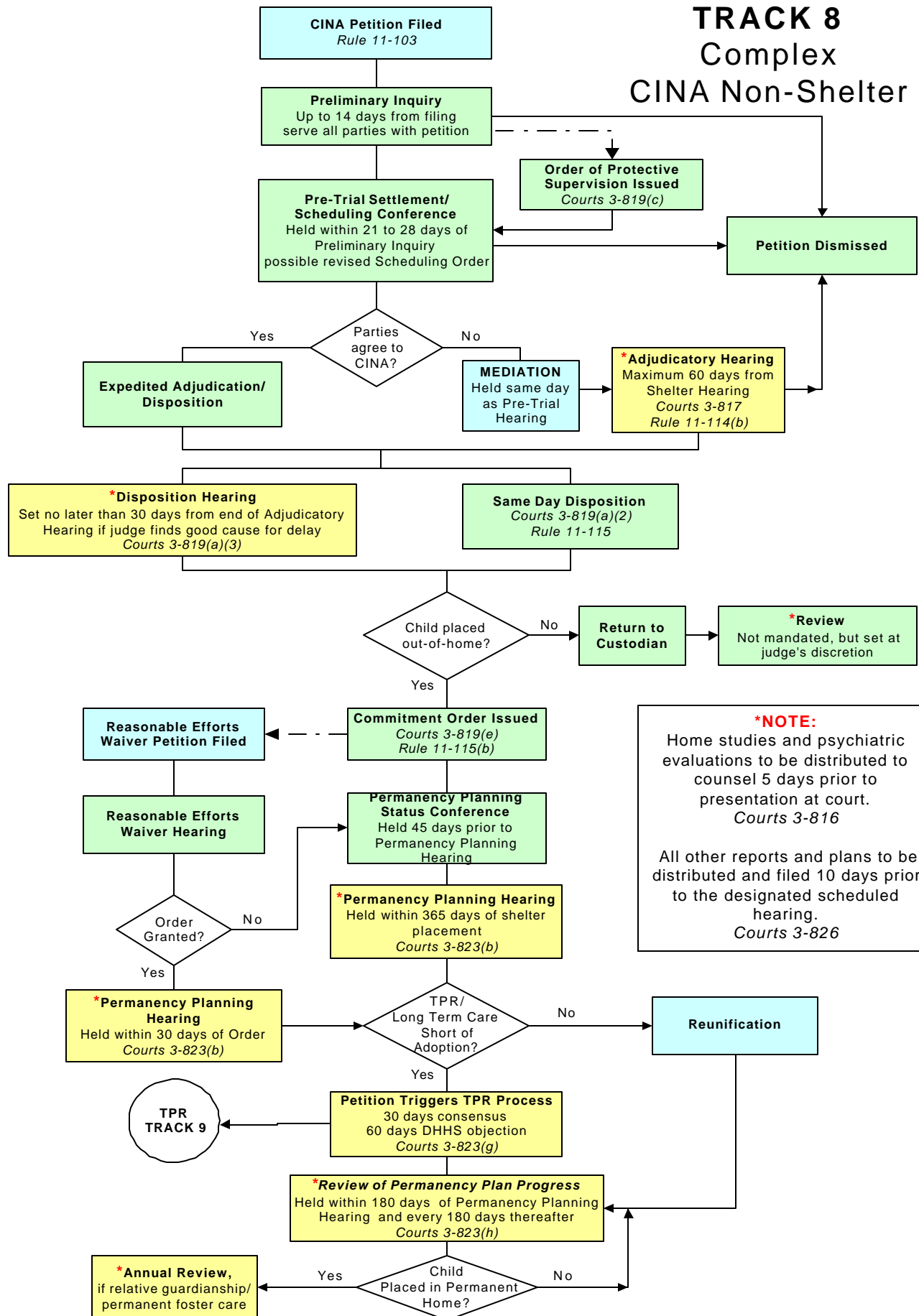
- Juvenile Case Managers to monitor cases to determine whether TPR Petition has been filed with the Court within deadline—if not filed at Permanency Planning Hearing in accordance with Court policy. Computer-generated case status report to be run on a weekly basis.
- Once the TPR Petition is filed, Clerk opens new case file, separate from Child's regular file and docket petition. See Track 9 business practices.

Permanency Planning Review Hearings are not held once TPR Petition is filed as this process supersedes those reviews.

- Computer-generated report to assist Juvenile Case Managers in monitoring Permanency Plan Review Interplay with TPR process to prevent parallel proceedings.
 - Reviews to be held until all parties served.
 - Reviews not held once TPR case active.
 - Reviews resume being held if TPR granted and case appealed or if TPR is not granted.
- Cases to be referred to Mediation services when these resources become available.
- Mediation referrals to be coordinated by Juvenile Case Managers.

*NOTE: These dates may be rescheduled with appropriate waivers/finding of extraordinary/good cause.

TRACK 8 Complex CINA Non-Shelter



TRACK 8 COMPLEX CINA NON-SHELTER

Process Summary:

DCM Track 8 is designated for complex CINA cases that require more Court resources and time for proper resolution. Track 8 Categories include: 3 OR MORE CHILDREN WITH MULTIPLE PLACEMENT ISSUES; SEVERE MENTAL OR PHYSICAL DISABILITIES

The Child (via the Child's appointed Counsel) and his/her parents are served CINA petition(s) at a Preliminary Inquiry before a Juvenile Court Judge. CINA Preliminary Inquiries will be scheduled in conjunction with Delinquent Preliminary Inquiries before the Juvenile Duty Judge no more than 14 days after the petition is filed.

Between 21 and 28 days after the petition is served at the Preliminary Inquiry, a Pre-Trial Settlement/Scheduling Conference will be held before the Judge in the Juvenile Duty rotation to determine whether the case can be resolved on an expedited basis without an Adjudicatory Hearing. The Judge handling the CINA docket will back up the Duty Judge to take pleas, if necessary. Cases that have not resolved by the Pre-Trial Settlement Conference proceed to mediation the same day unless there are parallel criminal charges. The Judge handling the CINA docket will assist the Duty Judge in handling CINA consent agreements as necessary. Those cases that are not resolved will proceed to the scheduled Adjudicatory Hearing on a CINA docket no more than 28 days from the Shelter Care Hearing.

At the Pre-Trial Hearing, the parties are to inform the Court as to whether a case requires forensic tests, evaluations or examinations that cannot be completed within the statutory deadline or that a case's complexity requires unusual trial preparation time or extensive evidentiary motions. The Juvenile Duty Judge will forward motions for extensions to the Administrative Judge for a hearing and possible finding of extraordinary cause for an extension or a waiver thereof. A tentative schedule of hearings, including the Adjudicatory Hearing, will be cleared with the Assignment Office in order for the Administrative Judge to calculate and place on the record the number of days of the extension as required by Rule 11-114(b). Once the Administrative Judge issues the extension order, the courtroom clerk will generate a revised Scheduling Order reflecting the new Adjudicatory Hearing Date and any other hearings that have been scheduled as well as Motions and Discovery deadlines. The case will be assigned on a rotating basis to a judge who will assume individual responsibility for that case's adjudication and disposition.

If the allegations in the CINA petition are proved or admitted to, the case must proceed to a separate Disposition Hearing on the same day as the end of the adjudication unless the Judge finds good cause for delay (Section 3-815(a)(2) of the Courts Article) which may not exceed 30 days. At the Disposition Hearing, the Judge makes a determination

whether the proved allegations are sufficient to adjudicate the Child as a Child In Need of Assistance (Section 3-8A-19(b) of the Courts Article).

Once a Child is adjudicated CINA, the Court must decide whether to return the Child to the home with conditions or to place the Child out-of-home. The Court must issue an order if the Child is to be committed to the custody or guardianship of the Department of Health and Human Services or any other agency or individual (Section 3-819(e) of the Courts Article). If the Child is committed to a state mental hospital or mental retardation facility, the Court must receive progress reports every six months from DHHS and hold commitment order review hearings to determine whether the placement continues to be appropriate (Section 3-819(i) of the Courts Article). The case remains assigned to the individual judge for any further hearings. *[Further hearings and reviews to be scheduled when that Judge is in the CINA rotation or in the Juvenile Duty assignment if the CINA calendar is full or the review is brief.]*

When a Child is placed out-of-home, DHHS must develop a Permanency Plan. If reasonable efforts toward reunification should be waived because of aggravated circumstances (Section 3-812 of the Courts Article), a hearing is scheduled after a petition for waiver is filed. If the petition is granted, the Court must hold a Permanency Planning Hearing within 30 days (which can be held the same day as the Reasonable Efforts Hearing if all of the parties agree) (Section 3-823(b)(ii) of the Courts Article). Otherwise, the Court is required to hold a Permanency Planning Hearing within 11 months plus 30 days after the shelter care placement (1 year) (Section 3-823(b)(i) of the Courts Article). Written Permanency Plans are to be distributed to the parties and filed 10 days prior to the hearing.

Once the Permanency Plan is adopted, the Judge must hold a review every 180 days until the Child is placed in a permanent home, which is to occur within 24 months, or until commitment is rescinded, or the TPR petition is filed. If that permanent home is long-term foster care or guardianship with a relative, the review is annual (Section 3-823(h) of the Courts Article).

DCM Track 8 Timeline:

NOTE: Home studies and psychiatric evaluations are to be distributed to Counsel 5 days prior to presentation in Court. All other reports and plans, including Permanency Plans are to be distributed and filed 10 days prior to the designated hearing.

Day 1: **CINA Petition Filed**

The County Attorney's Office files Petition along with DCM Information Sheet. Clerk opens case, issues notices for Preliminary Inquiry, prepares appointment order for Counsel for the Child, and generates initial Scheduling Order.

Up to Day 14: **Preliminary Inquiry** (Service: Day 1.)

At the hearing, Child's attorney and parents(s) are served with petition, advised of right to counsel, possible Order of Protective Supervision

ordered by Court. Counsel completes and files the DCM Information Sheet.

Up to Day 21: **Discovery Complete** (Up to Day 7 after service.)

Day 35 to 42: **Pre-Trial Settlement Conference/Scheduling Conference**
(Day 21 to 28 after service.)

Agreement reached: Agreement placed on record and consent entered or scheduled on the next Pre-Trial Settlement Conference date. The parties file a memorandum detailing the agreement with the Court within 3 days of the Pre-Trial Settlement Conference whenever a consent agreement is not entered that day. When the entering of a consent agreement is delayed from the original Pre-Trial date, the Adjudicatory Hearing date will not be removed from the calendar until the consent agreement is entered on the record. If a consent agreement collapses, the case proceeds to the scheduled Adjudicatory Hearing date.

Court proceeds to a separate Disposition Hearing immediately unless the Court makes a finding of good cause for delay up to a maximum of 30 days.

No Agreement: Cases that have not resolved by the Pre-Trial Settlement Conference proceed to mediation the same day unless there are parallel criminal charges. The Judge handling the CINA docket will assist the Duty Judge in handling CINA consent agreements as necessary. Those cases that are not resolved will proceed to the scheduled Adjudicatory Hearing.

(Assign judge, confirm or modify dates in Scheduling Order; request for continuance beyond statutory deadline on basis of extraordinary cause or waiver to be ruled upon by the Administrative Judge, schedule additional hearings as necessary. New Scheduling Order, reflecting Adjudicatory Hearing date and any other hearings that have been scheduled as well as Motions and Discovery deadlines, generated in court by the courtroom clerk and distributed.)

Up to Day 63*: **Adjudicatory Hearing** (Up to Day 49 after service.)

If the allegations in the petition are proved, the case proceeds to **Disposition** as above.

Up to Day 93*: **Disposition Hearing** (Up to Day 79 after service if not held same day.)

Up to day 413*: **Permanency Planning Status Conference**

Held 45 days prior to the Permanency Planning Hearing, a 15 minute or less status conference to be attended by Counsel only to determine time needed for Hearing, number of witnesses expected to be called. The

Permanency Planning Hearing date will be adjusted if necessary to accommodate lengthy hearings.

Cases to be referred to Mediation services when these resources become available. (Mediation referrals to be coordinated by juvenile case managers.)

Up to Day 458*: **Permanency Planning Hearing** (Up to Day 444 after service, up to 365 days after placement into Shelter Care at Disposition.)

(UNLESS Reasonable Efforts Waiver Petition filed; Reasonable Efforts Hearing held and Waiver granted. Then the Permanency Planning Hearing **MUST** be held within 30 days of the Waiver Hearing/CAN be held same day if all parties agree.)

Policy will be for the County Attorney to bring a Petition for TPR and a Show Cause Order to all Permanency Planning Hearings to be served upon the parties in the event the judge rules that adoption/long term care short of adoption is to be the Permanency Plan.

Review of Permanency Plan progress every 180 days.

Up to Day 518*: **TPR Petition** (Up to Day 504 after service.)

TPR Petition to be filed by the County Attorney's Office triggering TPR process, 30 days if DHHS concurs, 60 days if DHHS objects. TPR petition begins new Case in TRACK 9. Court then holds new case in lieu of 180-day Review.

Permanency Planning Review Hearings are not held once TPR petition is filed as this process supersedes those reviews.

BUSINESS PRACTICES COLOR KEY GUIDE

- **AGENCY/PARTY Responsibility/Action**
- **COURT/COURT CLERK Responsibility/Action**
- **JUVENILE CASE MANAGEMENT Responsibility/Action**
- **ASSIGNMENT OFFICE Responsibility/Action**
- **NOTE**
- **IMPORTANT INFORMATION**

TRACK 8 BUSINESS PRACTICES COMPLEX CINA NON-SHELTER

DCM Track 8 Timeline:

NOTE: Home studies, medical and psychiatric evaluations are to be distributed to Counsel 5 days prior to presentation at Court (Courts, Section 3-816). Other reports and plans, including Permanency Plans are to be filed and distributed 10 days prior to the designated hearing (Disposition, Permanency Planning, and reviews). Section 3-826 of the Courts Article provides that a local department shall provide all parties with a written report but does not say how they are to be distributed. Rule 11-105 requires that reports of examinations are to be distributed **by the Court** to Counsel when it receives the report but no later than 2 days prior to presentation at Court. The Rule and the law conflict with regard to the timeframe but the discrepancies do not relieve the Court of the responsibility for distribution.

- Agency/evaluator files report/plan/evaluation with the Court and provides service copies to be distributed to appropriate Counsel/parties.
- Juvenile Case Managers to get computer-generated report indicating due dates of reports, plans etc., to inform Court and follow-up if these are not filed timely.
- The Clerk docket the receipt of studies, evaluations, and reports in the computer, files the original, and calls Counsel to let them know the report is ready for PICK UP or forwards copy to County Attorney and the Judge who ordered the particular study, plan or report—if the Judge is handling the next scheduled hearing in the case (usually post adjudication).
- Secretary of Judge assigned to case to create in-office file for Judge's copy—Judge's notes go into that file.

Day 1: CINA Petition Filed:

- The DHHS/CAO LIAISON opens the case and enters the petition and related information in the computer.
- The County Attorney's Office files petition with DCM Information Sheet, along with 4 service copies of petition.
- Clerk docket petition, adds to existing file or generates a new file if necessary, schedules Preliminary Inquiry Hearing (Juvenile Duty Docket, 8:30 a.m., the second Monday after filing), places service copies in file.
- DCM Information Sheet docketed and filed by the Clerk.

- Scheduling Order generates automatically (5 copies: Court, DHHS, County Attorney, Child (via Counsel), and parent(s)). Clerk places Scheduling Order in file for distribution at Preliminary Inquiry. Computer generates one copy per party automatically.
- Clerk prepares Appointment Order for Counsel for the Child and faxes copy of that Order, Scheduling Order, and petition to Counsel.
- Clerk issues summonses for Child (via Counsel) and parent(s)/guardian/custodian and mails first class mail.

Up to Day 14: Preliminary Inquiry (Service: Day 1)

Held on Mondays on Juvenile Duty Docket, beginning 8:30 a.m. (CINA cases called after Delinquencies so that the courtroom can be closed, if necessary.)

At the hearing, the Child (via Counsel) and the parent(s)/guardian/custodian are served with the petition, advised of the charges, and advised of their right to counsel if they have not already been interviewed by the Public Defender's Office and given the Scheduling Order and other documents including Confidential Mediation Questionnaire.

- Courtroom Clerk checks in parties prior to the Court taking the bench, verifies addresses and phone numbers, serves petition and Scheduling Order WHEN both the Child (via Counsel, if no line entered yet) AND a parent(s)/guardian/custodian are present. Both sign for petition.

If the Child is committed to shelter care, TRACK ASSIGNMENT CHANGES TO TRACK 7. Clerk notifies Assignment Office of Track change, generates Track7 Scheduling Order (destroys old Scheduling Order).

- Counsel file DCM Information Sheets.
- Court, via courtroom personnel, distributes petition and Scheduling Order during hearings to late arrivals.
- Court confirms receipt of petition/Scheduling Order, etc., advises of right to attorney, and refers parent(s) to Public Defender if not already interviewed.
- If parent(s) served, Clerk forwards copy of Scheduling Order to County Attorney.
- Counsel for Child to receive copy of Scheduling Order upon filing of line entering appearance or at Preliminary Inquiry.
- Appropriate order(s) (Commitment (if status changes to shelter), Controlling Conduct, Evaluations, Studies, Reports, and Discovery) generated by Chambers and/or Courtroom Clerk, signed by Judge. Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed

by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.

- Court makes inquiry concerning the identity and current address of parent(s) at each CINA hearing and directs parent(s) to complete **purple** Current Address forms if they did not do so at check-in prior to the Preliminary Inquiry Hearing.
- Parent(s) complete **purple** Current Address forms.
- Current Address forms docketed and filed by the Clerk.
- DCM Information Sheets docketed and filed by the Clerk.

When neither parent nor the legal guardian appears, the Court should direct that the summons, along with the petition and a new Scheduling Order be forwarded to the Sheriff's office for service upon known parent(s)/guardian/custodian.

- New Preliminary Inquiry set 2 weeks from original Preliminary Inquiry date. Pre-Trial Settlement Conference date to be scheduled the third Wednesday after the Preliminary Inquiry.
- Clerk generates summonses for parent(s)/guardian/custodian, new Scheduling Order, forwards with copies of petition and advice of rights, referral to Public Defender to the Sheriff's Office the same day marked "RUSH" to ensure service within 14 days.
- When parent(s)/guardian/custodian served, Clerk forwards copy of new Scheduling Order to County Attorney and Child's Counsel.

Up to Day 24: **Discovery complete.** (Up to Service Day 10)

- Juvenile Case Managers to coordinate written motions, such as motions to compel discovery and motions to continue or change scheduled dates, once filed and docketed by the juvenile clerks. Juvenile Case Managers to clear new dates where motion to extend requires extraordinary cause finding and numbers of days of extension.
- Assignment Office to clear new dates with parties once other motions to continue granted, case removed from docket with code CONT DTBS (Date To Be Set) when court-interface computer programming fully implemented.

Day 35 to 42: Pre-Trial Settlement Conference: (Service Day 21 to 28)

Held on Tuesdays and Thursdays on Juvenile Duty Docket, beginning 11:30 a.m., CINA Docket Judge to handle consent agreements, if available.

Agreement reached: Agreement placed on record and Consent entered. (Case may be reset on or scheduled on **another** Pre-Trial Settlement Conference date prior to the Adjudicatory Hearing date (Day 49). ***This will make certain that CINA cases scheduled***

for days on which Mediation services are scheduled in the event the agreement breaks down.) The parties file a memorandum detailing the agreement with the Court within 3 days of the Pre-Trial Settlement Conference whenever a consent agreement is not entered on the originally scheduled Pre-Trial date. When the entering of a consent agreement is delayed from the original Pre-Trial date, the Adjudicatory Hearing date will not be removed from the calendar until the consent agreement is entered on the record. If a consent agreement collapses, the case proceeds to the scheduled Adjudicatory Hearing date.

- Parties to file written memorandum detailing consent agreement within 3 business days of Pre-Trial Hearing if not entered on the record on the originally scheduled Pre-Trial date.
- Assignment Office is to follow up on consent agreement memoranda and alert the Court if not filed by parties or if consent agreements do not materialize or collapses, with preference in the docket call of the re-set Pre-Trials to be given to those cases in which a memorandum has been filed.
- All further hearings to be handled by the Judge accepting the consent agreement. *Therefore, sitting judges should take consent agreements when a retired or visiting judge is handling the Juvenile Duty Docket.*

Court proceeds to a separate Disposition Hearing immediately unless the Court makes a finding of good cause for delay up to a maximum of 30 days.

- Courtroom Clerk and Chambers generate any necessary orders, including "Adjudication" Orders indicating that the facts alleged have been sustained and what the custody status is to be until Disposition, if Disposition is to be delayed. An "Adjudication and Disposition" Order issues if the Child is "adjudicated" CINA at the Disposition Hearing (once Disposition Hearing completed), as well as any orders for evaluations, etc. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Assisted by Courtroom Clerk who obtains dates from Assignment Office/from computer for hearings, the Court sets Permanency Planning Hearing date if the Child is removed from the home, as well as due date for written Permanency Plan (10 days prior to Permanency Planning Hearing) and a (less than 15 minute) Permanency Status Conference to be attended by Counsel 45 days prior to the Permanency Planning Hearing.
- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.
- Court makes inquiry concerning the identity and current address of parent(s) at each CINA hearing and directs parent(s) to complete purple Current Address forms.
- Parent(s) complete purple Current Address forms.
- Current Address forms docketed and filed by the Clerk.

NOTE: Status review hearings prior to the Permanency Planning Hearing will not be set unless requested in writing by a party.

No Agreement: Case to proceed to court-ordered Mediation the same day as the Pre-Trial Settlement Conference unless there are parallel criminal charges. Cases not resolved via mediation proceed to scheduled Adjudicatory Hearing. At the Pre-Trial Hearing, the parties are to inform the Court as to whether a case requires forensic tests and examinations that cannot be completed within the statutory deadline or that a case's complexity requires unusual trial preparation time or extensive evidentiary motions. The Juvenile Duty Judge will forward motions for extensions to the Administrative Judge for a hearing and possible finding of extraordinary cause for an extension. A tentative schedule of hearings, including the Adjudicatory Hearing, will be cleared with the Assignment Office in order for the Administrative Judge to calculate and place on the record the number of days of the extension as required by Rule 11-114(b). Once the Administrative Judge issues the extension order, the Courtroom Clerk will issue a revised Scheduling Order reflecting the new Adjudicatory Hearing date and any other hearings that have been scheduled as well as Motions and Discovery deadlines. The case will be assigned on a rotating basis to a Judge who will assume individual responsibility for that case's adjudication and disposition.

- Juvenile Case Managers will contact parties beginning 3 days prior to the Pre-Trial Settlement Hearing to determine which cases will not settle and will schedule Mediation resources accordingly. Juvenile Case Managers are to monitor scheduling of Mediators with mediating parties to avoid potential conflicts of interest.
- Juvenile Case Managers will generate a Mediation prep sheet indicating which cases are appropriate for mandatory Mediation (no pending criminal cases stemming from the same incident) and a blank Mediation Order for signature by the Court.
- Parties to bring completed Confidential Mediation Questionnaire to Court or given new copies to complete if they do not do so.
- Court signs Mediation Order for same day Mediation session of up to 3 hours. Cases with pending parallel criminal charges are to be exempted from mandatory process.
- Juvenile Case Managers meet parties at 1:15 p.m., distribute mediation orders to parties who have not reached a consent agreement, accompany parties to mediation site, introduce them to mediator, and leave (return to Court as necessary).

IF NO AGREEMENT IS REACHED VIA MEDIATION:

- Court confirms or modifies Adjudicatory Hearing date, request for extension beyond the statutory deadline on basis of extraordinary cause to be ruled upon by the Administrative Judge.

- Clerk notes time required for Adjudicatory Hearing.
- If ADJUDICATORY HEARING date changes, Courtroom Clerk obtains possible new dates from Assignment Office/from computer within the statutory deadlines unless extraordinary cause granted by Administrative Judge.
- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.
- Court makes inquiry concerning the identity and current address of parent(s) at each CINA hearing and directs parent(s) to complete purple Current Address forms.
- Parent(s) complete purple Current Address forms.
- Current Address forms docketed and filed by the Clerk.

Up to Day 63*: **Adjudicatory Hearing** (Up to Day 49 after service)

If the conditions alleged in the petition are proved, the case proceeds to **Disposition Hearing** as above.

- Courtroom Clerk and Chambers generate any necessary orders, including "Adjudication" Orders indicating that the facts alleged have been sustained and what the custody status is to be until Disposition, if Disposition is to be delayed. An "Adjudication and Disposition" Order issues if the Child is "adjudicated" CINA at the Disposition Hearing (once Disposition Hearing completed), as well as any orders for evaluations, etc. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Assisted by Courtroom Clerk who obtains dates from Assignment Office/from computer for hearings, the Court sets Permanency Planning Hearing date if the Child is kept in Shelter Care, as well as due date for written Permanency Plan (10 days prior to Permanency Planning Hearing) and a (less than 15 minute) Permanency Status Conference to be attended by Counsel 45 days prior to the Permanency Planning Hearing.
- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.
- Court makes inquiry concerning the identity and current address of parent(s) at each CINA hearing and directs parent(s) to complete purple Current Address forms.

- Parent(s) complete **purple** Current Address forms.
- Current Address forms docketed and filed by the Clerk.

NOTE: Status review hearings prior to the Permanency Planning Hearing will not be set unless requested in writing by a party.

- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- All further hearings to be handled by the Judge handling the Adjudicatory Hearing.
 - *Further hearings and reviews to be scheduled when that Judge is in the CINA rotation or in the Juvenile Duty assignment if the CINA calendar is full or the review is brief.*

Up to Day 93*: **Disposition Hearing** (Up to Day 79 after service if not held same day or waived.)

- Courtroom Clerk and Chambers generate any necessary orders, including "Adjudication" Orders indicating that the facts alleged have been sustained and what the custody status is to be until Disposition, if Disposition is to be delayed. An "Adjudication and Disposition" Order issues if the Child is "adjudicated" CINA at the Disposition Hearing (once Disposition Hearing completed), as well as any orders for evaluations, etc. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Assisted by Courtroom Clerk who obtains dates **from Assignment Office/from computer** for hearings. Court sets Permanency Planning Hearing date if the Child is placed in foster care, as well as due date for written Permanency Plan (10 days prior to Permanency Planning Hearing) and a (less than 15 minute) Permanency Status Conference to be attended by Counsel.

NOTE: Status review hearings prior to the Permanency Planning Hearing will not be set unless requested in writing by a party.

- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.
- Court makes inquiry concerning the identity and current address of parent(s) at each CINA hearing and directs parent(s) to complete **purple** Current Address forms.
- Parent(s) complete **purple** Current Address forms.
- Current Address forms docketed and filed by the Clerk.

- Judge signs order(s).
- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.

[Case closed for statistical purposes regarding time to disposition.]

- Juvenile Case Managers to monitor cases to determine whether Permanency Plans have been filed with the Court within the deadline. Computer-generated case status report to be run on a weekly basis.

Up to Day 413: Permanency Planning Status Conference (45 days prior to Permanency Planning Hearing. Up to Day 399 after service.)

Held 45 days prior to the Permanency Planning Hearing, a 15 minute or less status conference to be attended by Counsel only to determine time needed for hearing, number of witnesses expected to be called. The date will be adjusted if necessary to accommodate lengthy hearings.

Cases to be referred to Mediation services when those resources become available. (Mediation referrals to be coordinated by Juvenile Case Managers.)

Up to Day 458*: Permanency Planning Hearing (Up to Day 444 of Service.) THIS CALCULATION IS BASED ON 11 MONTHS PLUS 30 DAYS ELAPSING AFTER SHELTER CARE PLACEMENT AT DISPOSITION HEARING—THIS DATE MUST BE ADJUSTED IF SHELTER CARE PLACEMENT OCCURS AT A DIFFERENT STAGE IN THE PROCESS. (UNLESS Reasonable Efforts Waiver Petition filed; Reasonable Efforts Hearing held and Waiver granted. Then the Permanency Planning Hearing MUST be held within 30 days of the Waiver Hearing but CAN be held same day if all parties agree.)

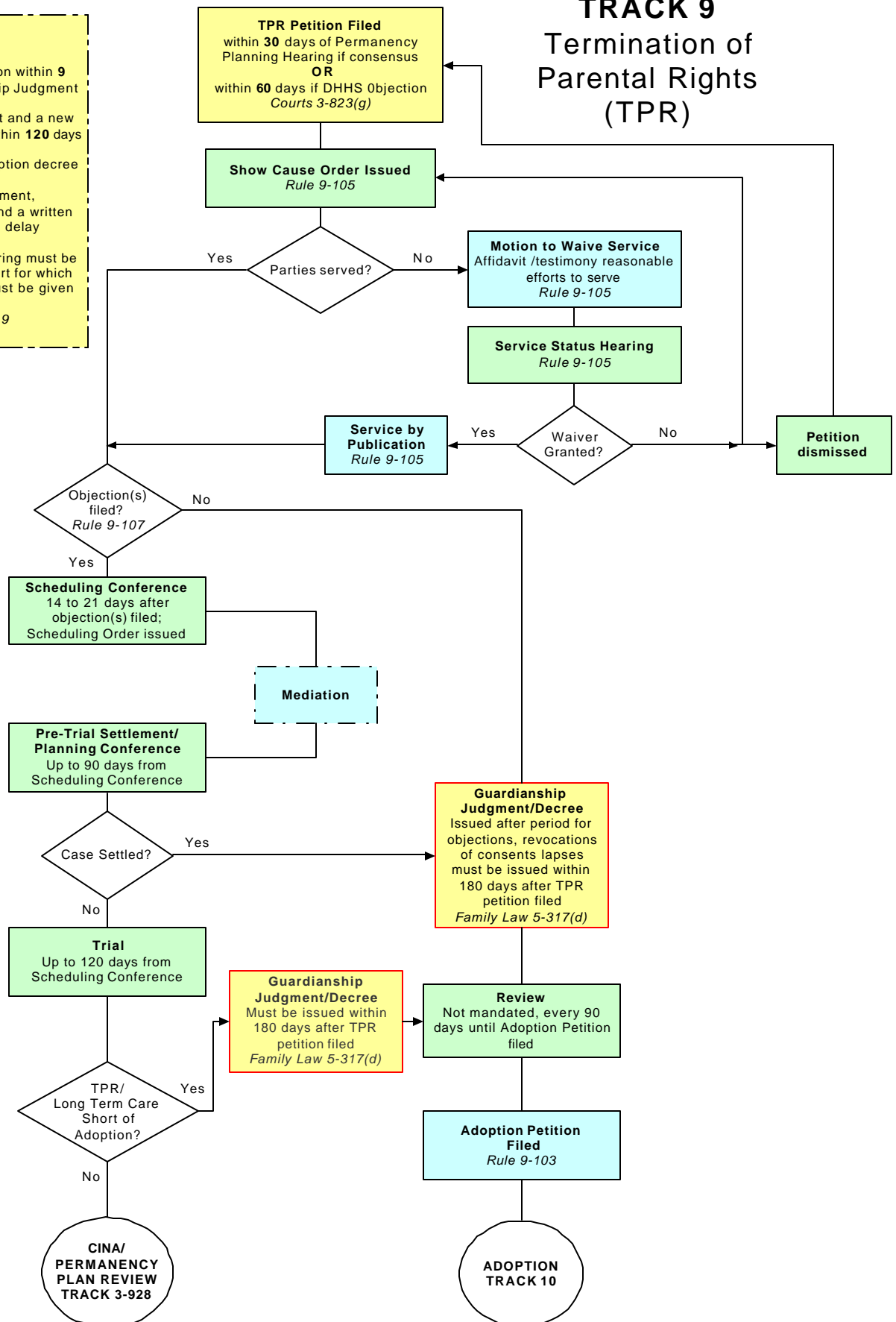
Waiver granted. Then the Permanency Planning Hearing MUST be held within 30 days of the Waiver Hearing but CAN be held same day if all parties agree.)

Review of Permanency Plan progress required every 180 days by statute.

- Courtroom Clerk and Chambers generate any necessary orders, including Permanency Plan, orders for evaluations, etc. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Copies of Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.

TRACK 9 Termination of Parental Rights (TPR)

Note:
If a child:
is NOT placed for adoption within **9**
months of the Guardianship Judgment
OR
has a disrupted placement and a new
placement is NOT made within **120** days
OR
does NOT have a final adoption decree
within **2** years
after adoption placement,
DHHS must file a notice and a written
report explaining the delay
AND
a guardianship review hearing must be
held on receipt of the report for which
the NATURAL parents must be given
notice.
Family Law 5-319



TRACK 9

Termination of Parental Rights

Process Summary:

The Juvenile Court has exclusive jurisdiction over guardianship and termination of parental rights (TPR) for Children who have been adjudicated CINA (Section 3-803(a) of the Court Article). Though CINA cases stay with the same Judge once the case goes to adjudication in Montgomery County, a different Judge handles the TPR proceedings on an individual assignment basis. TPR proceedings are triggered by the filing of a petition that seeks the termination of parental rights by Court's granting of a guardianship with the "Right to, Consent to Adoption or Long-Term Care Short of Adoption" (Section 5-301(e) of the Family Law Article).

The Court issues a Show Cause Order (Maryland Rule 9-105), which must be served on the parents and their attorney(s), as well as the Child's attorney within 90 days. If service is not accomplished within that time period a hearing to review the status of service will be held, where a motion for a new Show Cause or a Waiver of Service may be heard. The Court will determine at that hearing whether a waiver (which allows service by publication) or a new show cause order or dismissal of the petition without prejudice is appropriate.

Once served, the parties have from up to 30 days if served in Maryland; up to 60 days if served outside Maryland; up to 90 days if service occurs outside the United States to file their objections. If the Court grants the motion to serve by publication, objections must be filed within 30 days of publication. Failure to file a timely objection after being served constitutes consent that cannot be revoked.

If the natural parents consent or do not file objections, the Court issues a guardianship judgment after the thirty-day revocation period (if anyone has the right to revoke consent) (Section 5-323 of the Courts Article) and conducts a Guardianship Review every 90 days until an Adoption Petition is filed, triggering a new case in Track 10.

If objections are filed, a Scheduling Conference is held on the CINA docket 14 to 21 days later to set a trial schedule. Once Mediation services are available, cases will be referred to Mediation in an effort to resolve these cases prior to trial. For the purposes of scheduling, experts should be identified within 20 days of the Scheduling Conference; discovery should be completed within 45 days of the Scheduling Conference and the Motions Cut-Off Date within 60 days. A Pre-Trial Settlement Conference is scheduled within 90 days of the Scheduling Conference and the Trial date(s) will be set within 120 days of the Scheduling Conference.

If the Court terminates the parental rights, then a Guardianship Judgment issues and the case proceeds as above. If the Court does not grant the TPR petition, then the associated CINA case will revert to the Track 3 Permanency Planning stage.

If a child:

is NOT placed for adoption within 9 months of the Guardianship Judgment

OR

has a disrupted placement and a new placement is NOT made within 120 days

OR

does NOT have a final adoption decree within 2 years after adoption placement,

DHHS must file a notice and a written report explaining the delay. A Guardianship Review Hearing must be held on receipt of the report for which the NATURAL parents must be given notice. (Section 5-319 of the Family Law Article)

DCM Track 9 Timeline:

Day 1: **TPR Petition Filed**

Petition filed by County Attorney's Office. Clerk opens case. Court issues Show Cause Order. Clerk generates summonses for Scheduling Hearing to be served with Show Cause Order. Service Status Hearing scheduled for 91st (or next) business day.

County Attorney's Office to file a memorandum with Court every 15 days detailing efforts made to obtain service.

Up to Day 90: **Parties Served**

Parties: Parents, their attorney(s), the Child's attorney, any other parties required by law. Service Status Hearing cancelled if all parties served.

Day 91: **Parties Not Served**

Service Status Hearing: The County Attorney's Office files a petition to renew Show Cause order or to waive service if reasonable good faith efforts have been made to locate the parent(s). Court determines whether to reissue show cause order, dismiss original petition without prejudice, or to waive service.

Up to Day 90 from Service: **Objections or consents filed** (or consent resulting from failure to file timely objection).

Up to Day 120 from Service: **Guardianship Judgment/Decree** entered if consents/no objections filed.

From Filing of Objections:

Day 14 to 21: **Scheduling Conference:**

Scheduling Order set. Refer to Mediation when services become available.

From Scheduling Conference:

Up to Day 20: **Expert Witness(es) Identified**

Up to Day 45: **Discovery Complete**

Up to Day 60: **Motion Cut-off Date**

Up to Day 90: **Pre-Trial Settlement/Planning Conference**

If a TPR agreement is reached, the case proceeds to issuance of a Guardianship Judgment as above.

If no agreement is reached, then the Trial date is confirmed, length of Trial estimated, and any separate Motions Hearing(s) set.

Up to Day 120: **Trial**

If Court grants TPR petition, case proceeds to Guardianship Decree.

If Court does not grant TPR petition, case reverts to the TRACK 3/4/7/8 Permanency Planning stage.

Every 90 Days thereafter: **Guardianship Review**

Until the Petition for Adoption is filed, whereupon a new case begins in TRACK 10. These status reviews are not mandated; however, formal guardianship reviews are mandated if adoption is delayed or disrupted under circumstances described in Section 5-318 of the Family Article.

BUSINESS PRACTICES COLOR KEY GUIDE

- **AGENCY/PARTY Responsibility/Action**
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- **JUVENILE CASE MANAGEMENT Responsibility/Action**
- **ASSIGNMENT OFFICE Responsibility/Action**
- **NOTE**
- **IMPORTANT INFORMATION**

BUSINESS PRACTICES

TRACK 9

Termination of Parental Rights

DCM Track 9 Timeline:

Day 1: TPR Petition Filed:

Petition filed by County Attorney's Office. Clerk opens case. Court issues Show Cause Order. Clerk issues summonses for Scheduling Conference and generates initial Scheduling Order.

- **IF TPR PETITION FILED IN OPEN COURT AT THE CONCLUSION OF THE PERMANENCY PLANNING HEARING:**
 - Court not hearing Permanency Planning Hearing signs Show Cause Order.
 - Secretary/Law Clerk takes petition to Clerk's counter for RUSH entry into system/generation of case number to be hand-entered on petition, Show Cause Order.
 - Clerk opens new case and generates a new file (CIRCUIT COURT CASE NUMBER ASSIGNED); makes copies of Show Cause Order for service (with seals).
 - IF ALL PARTIES PRESENT TO BE SERVED at hearing, then Scheduling Conference to be held 44 to 59 days from service.
 - Clerk generates summonses for Scheduling Conference to be served with Show Cause Order.
 - Clerk returns Show Cause Order and Summonses to Secretary/Law Clerk to be served upon parties.
 - County Attorney serves Show Cause Order/Summonses upon parties in open court, files affidavits of service with Court.
 - Courtroom Clerk docketts affidavits of service.

Day 30: **Objections or consents filed.**

- IF TPR PETITION IS NOT FILED at conclusion of Permanency Planning Hearing or SHOW CAUSE ORDER IS NOT SERVED ON ALL PARTIES:
 - Clerk opens new case and generates a new file, CIRCUIT COURT CASE NUMBER ASSIGNED, generates notice of Service Status Hearing, 91 days from filing. (If some parties present in Court, follow procedure above

with those parties not served in Court to be served via County Attorney process server.)

- Court signs Show Cause Order and issues Order directing that the County Attorney's Office file a memorandum every 15 days indicating progress made in serving parties. (One report per child/petition.) See form attached.
- County Attorney serves Show Cause Order upon parties present in Court, files affidavits of service with Court, takes remaining Show Cause Orders for service by process server.

Up to Day 90: **Parties Served.**

- Service Status Hearing cancelled if all parties served prior to Day 90.
- Clerk generates summonses Scheduling Conference to be held 1 to 7 days after longest objection time period lapses (of those parties not yet served (in-state 30 days/out-of-state 60 days/foreign country 90 days).
- If consents filed (or objections not filed timely), Scheduling Conference cancelled. Assignment Office to track via computer report.
- IF OBJECTIONS FILED EARLY: Juvenile Case Managers to track via computer-generated report, to contact parties to clear an earlier Scheduling Conference, if feasible.

Day 91: **Parties Not Served.**

Service Status Hearing: The County Attorney's Office files a petition to renew Show Cause Order or to waive service if reasonable good faith efforts have been made to locate the parent(s).

- Court determines whether to reissue Show Cause Order, dismiss original petition without prejudice, or to waive service.

Up to Day 90 from Service: **Objections or consents filed** (or consent resulting from failure to file timely objection).

- IF OBJECTIONS FILED EARLY: Juvenile Case Managers to track via computer-generated report, to contact parties to clear an earlier Scheduling Conference, if feasible.

Up to Day 120 from Service: **Guardianship Judgment/Decree** entered if consents/no objections filed.

- Court enters Guardianship Decree if no objections filed.

From Filing of Objections:

Day 14 to 21: Scheduling Conference:

- Assisted by Courtroom Clerk who obtains date(s) from computer for hearings, the Court sets Scheduling Order date(s) according to timeline below.
- Scheduling Order generated by Courtroom Clerk.
- Courtroom Clerk and Chambers generate any necessary orders. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Judge signs order(s).
- Secretary/Law Clerk takes order(s) with file to juvenile counter to be copied and distributed to the parties (who are sent to the counter at the conclusion of the hearing).
- Courtroom Clerk generates notices for new hearing date(s).
- Secretary/Law Clerk distributes.

From Scheduling Conference:

- Juvenile Case Managers to monitor all due dates below with the assistance of computer-generated reports to ensure timely compliance.
- Juvenile Case Managers to coordinate written motions, such as motions to compel discovery and motions to continue or change scheduled dates, once filed and docketed by the juvenile clerks.
- Assignment Office to clear any new dates with parties once motions to continue granted, case removed from docket with code CONT DTBS (Date To Be Set).

Up to Day 20: Expert Witness(es) identified.

Up to Day 45: Discovery Completed.

Up to Day 60: Motion Cut-off Date/ Applications for Medical Records deadline.

Up to Day 90: Pre-Trial Settlement/Planning Conference

- If a TPR agreement is reached, the case proceeds to issuance of a Guardianship Judgment as above.

- If no agreement is reached, then Court confirms the trial date, the length of the trial, sets any separate Motions Hearing(s).
- Clerk obtains possible dates from Assignment Office, enters scheduled date(s) into computer.

Up to Day 120: Trial

- If Court grants TPR Petition, issues Guardianship Decree.
- Courtroom Clerk and Chambers generate any necessary additional orders.
- Judge signs order(s).
- Copies of Decree/Order(s) distributed in Court or by Chambers following hearing (Secretary/Law Clerk takes order(s) to juvenile counter to be docketed, copied and distributed to waiting parties). Orders mailed by Clerk to parties who do not receive copies in Court. Please see ORDERS list for division of courtroom-generated vs. chambers-generated orders.
- Assignment Office updates computer from Court Sheet.
- Assignment Office generates notices for any new hearing dates at Court's direction, mails.
- If Court does not grant TPR Petition, case reverts to the TRACK 3/4/7/8 Permanency Planning stage.

Every 90 Days thereafter: **Guardianship Review**

Until the Petition for Adoption is filed, whereupon a new case begins in TRACK 10, these status reviews are not mandated; however, formal guardianship reviews are mandated if adoption is delayed or disrupted under circumstances described in Section 5-318 of the Family Article.

- Non-mandated progress reviews conducted by the judge who handled the CINA proceedings. Mandated reviews to be handled by judge presiding over TPR.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Douglas M. Duncan

Charles L. Short

County Executive Director

May 1, 2002

To: The Honorable Judges of the Circuit Court for
Montgomery County, Maryland - Juvenile Division

Re: Status of Service - [Child's Name] - Guardianship No. _____
Date Petition Filed: _____

The status of service of the Show Cause Order in the above-captioned guardianship case is as follows:

(Date)

Mother served by: Private Process Certified Mail
 Social Worker Other

(Date)

Father served by: Private Process Certified Mail
 Social Worker Other

Unable to serve mother because:

Unable to serve father because: _____

Actions completed for Affidavit of Efforts to Locate:

Date Contacted

Maryland Motor Vehicle Administration

Maryland State Department of Social Services (CARES)

MCDHHS Records

Maryland State Department of Corrections

Maryland Division of Parole and Probation

Montgomery County Detention Center

Montgomery County Juvenile Court Records

The other parent of the child

Any immediate family of the absent parent

Any known employer of the absent parent (past or present)

Leah Darring, Esquire

December 14, 1998

Page 2

Name(s) of other jurisdictions who have provided past services: _____

State Department of Social Services

State Department of Corrections

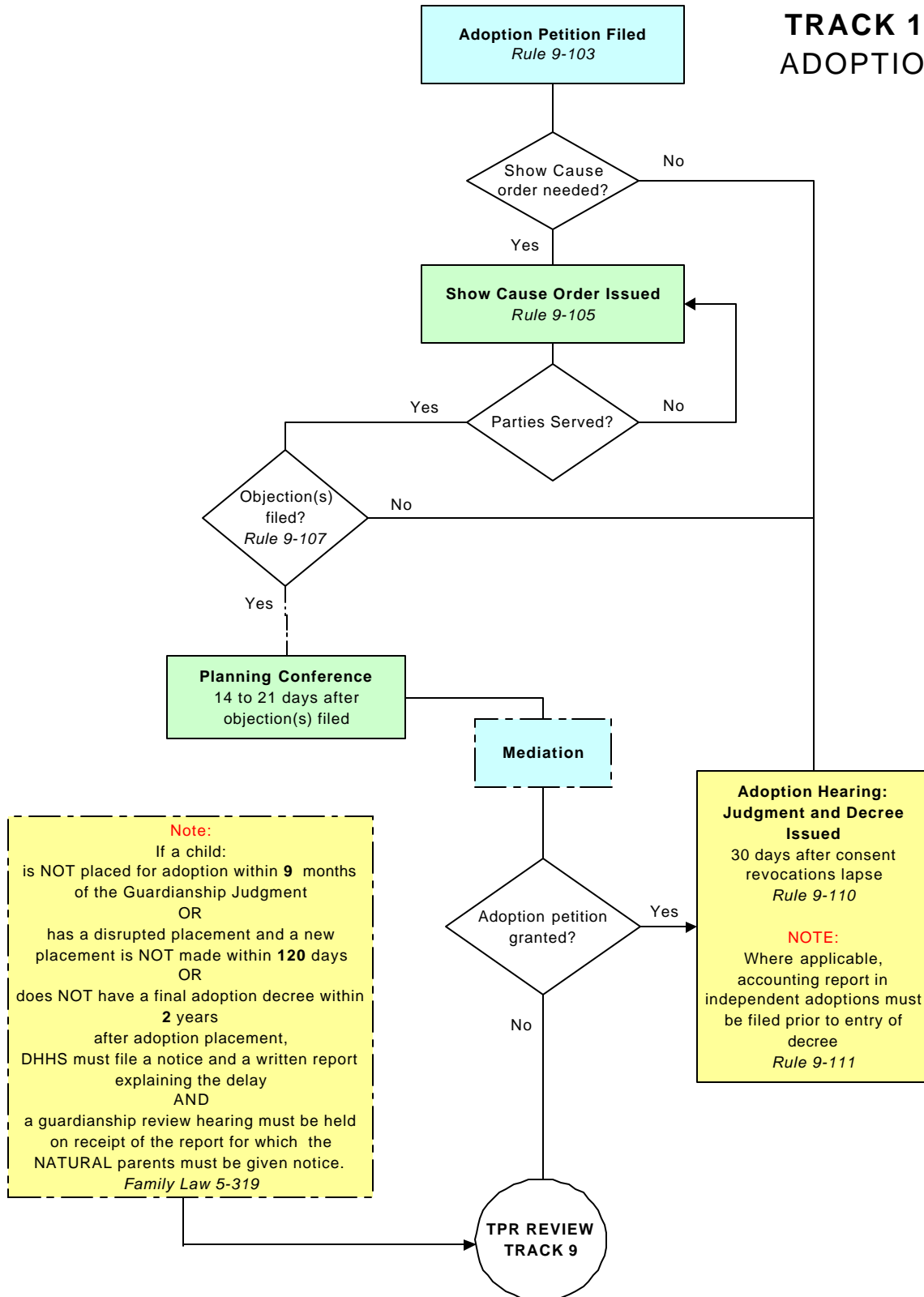
Local Detention Center

Date Contacted

Children, Youth and Family Services • Child Welfare Services

1301 Piccard Drive, Fourth Floor • Rockville, Maryland 20850 • 240/777-3500, TDD 240/777-3556, FAX 240/777-4161

TRACK 10 ADOPTION



TRACK 10

Adoption

Process Summary:

The Juvenile Court Judge who handled the associated CINA proceeding will handle the Adoption of the Child. The County Attorney's Office files a Petition for Adoption along with, among other exhibits, consents obtained from the Child and the agency and any required accounting statements. The Court issues a Show Cause Order (Maryland Rule 9-105) if required. The parties must receive notice unless notice is waived in writing.

If the Court receives any objections, a Planning Conference should be held to determine both whether the objecting party has standing as well as the appropriate next stage in the case, with the possibility of Mediation services.

More typically, the Court has the necessary consents and sets an Adoption Hearing in which the Judgment is entered. The Adoption Hearing is scheduled 30 days after the revocation period for the consents have lapsed. At the Adoption Hearing, the Adoption Judgment is entered and the Adoption Decree issued (Section 5-318 of the Family Article).

If a child:

is NOT placed for adoption within 9 months of the Guardianship Judgment
OR
has a disrupted placement and a new placement is NOT made within 120 days
OR
does NOT have a final adoption decree within 2 years after adoption placement,

the County Attorney's Office/DHHS must file a notice and a written report explaining the delay. A Guardianship Review Hearing must be held on receipt of the report for which the NATURAL parents must be given notice. (Section 5-319 of the Family Article)

DCM Track 10 Timeline:

Day 1: **Adoption Petition Filed**

Petition filed by County Attorney. Clerk opens case. Court issues Show Cause Order where consent or waiver of notice is absent. Judge's chambers schedules Adoption Hearing date if consents/service waived or no objections filed.

Up to Day 90: **Parties Served** (if service not waived in consents)

Planning Conference to be held if any objections filed.

After 30 Day revocation period has lapsed: **Adoption Hearing**

Adoption Judgment entered and Decree issued.

BUSINESS PRACTICES COLOR KEY GUIDE

- **AGENCY/PARTY Responsibility/Action**
- **COURT/COURT CLERK Responsibility/Action**
- **JUVENILE CASE MANAGEMENT Responsibility/Action**
- **ASSIGNMENT OFFICE Responsibility/Action**
- **NOTE**
- **IMPORTANT INFORMATION**

BUSINESS PRACTICES

TRACK 10

Adoption

DCM Track 10 Timeline:

Day 1: **Adoption Petition Filed:**

- Judge who handled CINA/Permanency Planning presumed to be Adoption Judge unless unavailable for a specific date requested by adoptive parents.
- Petition filed by DHHS or adoptive parents at the Family Department window, Clerk's Office, in the Judicial Center. Note: if adoption hearing is intended to be set in conjunction with or in lieu of another hearing, petition must be filed at least 21 days in advance of that date. (This allows any missing documentation to be obtained.)
- Adoption Clerk opens case, creates new file, assigns Circuit Court case Number (as opposed to Petition Number), prepares case per Family Division Adoption Case procedure, places white dot on cover to indicate file is a Juvenile division file and forwards file to the Adoption Case Manager within 3 days.
- Adoption Case Manager, Family Division, reviews case file for completeness, notifies parties of any problems.
- Once file is complete, the Adoption Case Manager confirms Judge's availability, sets adoption hearing date in conjunction with County Attorney personnel. Sends memo with date/time/location to the Assignment Office, Judge, Juvenile Division Clerk, the County Attorney's Office, and the Child's Attorney.
- The Assignment Office enters scheduling information into the computer, places memo in file.
- [In cases where notice has not been waived as part of the consent, Adoption Clerk determines appropriate method of service for those individuals/entities in conjunction with counsel for the petitioner, issues notices provided by Petitioner. Note: This procedure unlikely to be required as notice is generally waived as part of the consent.]
- Adoption Case Manager takes file to Clerk's Juvenile Division Office.
- Juvenile Clerk prepares certified copies of Adoption decree and takes file to the appropriate Judge's chambers where it is kept until the Adoption Hearing.

Adoption Hearing:

Adoption Judgment entered and Decree issued. (Accounting Reports must be filed prior to this event, if applicable (Section 5-327(c) of the Family Law Article.)

- Court enters Adoption Judgment, issues Decree.
- Clerk docket hearing.
- Clerk issues copies of Adoption decree as ordered by Court.

CONSENT ABSENT (Fallback procedure)

- Petition filed by DHHS or adoptive parents at the Family Department window of the Clerk's Office, in the Judicial Center. Note: if adoption hearing is intended to be set in conjunction with or in lieu of another hearing, petition must be filed at least 21 days in advance of that date. (This allows any missing documentation to be obtained.)
- Adoption Clerk opens case, creates new file, assigns Circuit Court case Number (as opposed to Petition Number), prepares case per Family Division Adoption Case procedure, places white dot on cover to indicate file is a Juvenile division file and forwards file to the Adoption Case Manager within 3 days.
- Adoption Case Manager, Family Division, reviews case file for completeness, notifies parties of any problems.
 - Where consent absent and not obtained by petitioner:
- Where consent is absent, the Adoption Case Manager confirms Judge's availability, sets Planning Hearing in conjunction with County Attorney personnel.
- Where consent absent, Court issues Show Cause Order(s), determines method of service.
- Clerk sends out Show Cause Order/summonses via Sheriff's Office or other means of Service.
- The Assignment Office enters scheduling information into the computer, issues notices for Planning Conference.
- Adoption Case Manager takes file to Juvenile Judge's Chambers where it is kept until Planning Hearing.

JUVENILE COURT ORDER LIST

Rev. June 21, 2002, # 4

Orders Generated By CHAMBERS

1. Commitment, CINA/Delinquent
2. Continued Detention
3. Continued Shelter Care
4. Examination: Physical/Mental
5. Protective Supervision
6. Show Cause*
7. STET/STAY
8. TPR Parents
9. Guardian Ad Litem
10. Limited Guardianship
11. CINA CLOSURE
12. Delinquency Closure
13. Blank Order

* Should be submitted by counsel/case worker

Orders Generated by Judge In Court:

1. Peace Order
2. Probation (pre-printed form)

Orders Generated by Courtroom Clerk IN COURT

1. Appointment CASA for Child
2. Appointment of Counsel
3. Guardian Ad Litem
4. Limited Guardianship
5. DCM Scheduling Order—for Shelter/Detention
6. Handwritten Notices of Hearing Dates
7. Home Electronic Monitoring (HEM)
8. Judgment of Restitution: property/injury
9. No Contact
10. Permanency Plan/ Parents
11. TPR DHHS
12. Waiver of Juvenile Jurisdiction CINA/Delinquent
13. Writ of Attachment

Orders Generated by Clerk's Office

1. Appointment CASA for Child
2. Appointment of Counsel
3. Guardian Ad Litem
4. Limited Guardianship
5. Home Electronic Monitoring (HEM)
6. Judgment of Restitution: property/injury
7. No Contact

8. Permanency Plan/ Parents
9. Show Cause
10. TPR DHHS
11. Waiver of Juvenile Jurisdiction
12. Writ of Attachment CINA/Delinquent
13. DCM Scheduling Orders

Orders Replaced by Docket Entries/or provided by Counsel

1. Adjudication, incl. CINA, VOP
2. Attorney's Fees*
3. CINA Closure
4. Continuance**
5. Confirmation of Prior Orders
6. Delinquency Closure
7. Discovery
8. Dismissal

*Submitted by counsel

**Generated by Juvenile Case Managers in written motions, if none provided by counsel

Orders Generated by Juvenile Case Managers

1. Mediation
2. Continuance

Procedures for Motions and DJJ/DHHS Memos

1. CLERK: Receives Motion, docket, places in file. Places file in Juvenile Case Managers' basket. Calls Juvenile Case Managers if URGENT RUSH arrives after afternoon check below. Enters case name in the logbook.
2. Juvenile Case Managers: Check with Clerk's office twice a day for new files in basket.
3. Juvenile Case Managers: Check out all files in basket to self and enter initials in the logbook.
4. Juvenile Case Managers: Before leaving the Clerk's office, review all pleadings to see whether they need to be worked. IF no work needed, log file back in Clerk's logbook and take file to Chambers.
5. Juvenile Case Managers: Work all cases that require ruling by Administrative Judge and all motions that do not contain the responses of all parties. Administrative requests should be signed back into the Clerk's office (initial in the book under returned, this will show file reviewed prior to forwarding it along), and given to Mary Hargett (motions) or Mary Kay (memos). They will let Juvenile Case Managers know whether to take it directly to the Judge.
 - a. Examples of administrative orders include: requests to close, change in placement that everyone consents to, update in case status that does not contain any requests, any request to change an order and everyone consents, etc.
6. Juvenile Case Managers: Log all files taken from the Clerk's office into Juvenile Case Managers' logbook, review file for parties' positions, and call parties if necessary.
7. Juvenile Case Managers: Call all parties to obtain positions prior to the ripe date (18th day). If they do not return phone calls or indicate what their position will be, or do indicate they will be filing a written position, make notes as to what you have done on the file (use the form) and return to Clerk's office, log it in, and let them know to hold the file until (X) date and return to you then or when positions come in.
 - If there are not 18 days until next hearing, call moving party and suggest they file a motion to shorten time for response.
 - When calling for positions or to remove a hearing, in delinquency cases the parties are SAO, DJJ, and Respondent via Respondent's Counsel. In CINA cases the parties are County Attorney, DHHS (Pam Littlewood DHHS-liaison), Mother via Mother's Counsel, Father via Father's Counsel, and Child's Counsel.

8. Juvenile Case Managers: A summary should be completed and a blank order prepared (containing date, time, and courtroom #) for all files going to the Administrative Judge and files reviewed for the Juvenile Judges.
 - a. Motions to Continue Adjudicatory Hearing date(s) beyond the statutory deadline require a finding of extraordinary cause. Juvenile Case Managers to obtain possible dates from Assignment Office, which will pencil in the date, clear with Counsel/all parties so Administrative Judge can complete Order with required number of days of extension.
 - b. INTERIM PROCEDURE: ADJUDICATORY HEARING DATES MUST BE SET IN CASES THAT DO NOT HAVE THEM SET. IF PARTIES WANT TO CONTINUE A **PRE-TRIAL HEARING**, THEN THE JUVENILE CASE MANAGERS WILL ALSO CALCULATE STATUTORY DEADLINE AND REQUEST AN ORDER FROM THE ADMINISTRATIVE JUDGE THAT AN ADJUDICATORY HEARING BE SET. FILE GOES TO ASSIGNMENT OFFICE TO CLEAR AND SET DATE WITH PARTIES WITHIN STATUTORY DEADLINE.
9. Juvenile Case Managers: Bring files to Administrative Judge for ruling, if appropriate.
10. Juvenile Case Managers: Call all parties and notify them of Administrative Judge or Juvenile Judge's ruling.
11. Juvenile Case Managers: Complete a form memo documenting work done: who was contacted and when, what communicated, and any other work performed on file and clip to the outside of the file. Make a copy of form memo and put in Juvenile Case Managers' write-up folder.
12. Juvenile Case Managers: Log out files from the Juvenile Case Manager logbook.
13. Juvenile Case Managers: If an extension or continuance request is granted, even if a date has already been cleared, file goes to Barbara Kirkland in the Assignment Office with a notation of what she needs to do and whom you have contacted.
14. Assignment Office receives file, sets date that has been cleared or clears a date with all parties. NOTE: In delinquency cases, DJJ worker needs to be called, Nancy Jacobstein (State's Attorney's Office Juvenile Team Legal Assistant) or the Juvenile Team secretaries need to be called, as the Assistant State's Attorney does not necessarily keep case or know about witness conflicts.
15. Any files with motions that are denied are returned to the Clerk's office and logged back into the Clerk's log book as returned after all parties are notified. All returned files are given to Mary Hargett.
16. Files Returned to Clerk's office: Clerk's Office receives file, docket's Order or denial. Sends copies of signed order(s)/denials of motions to all parties.

*Assignment Office sets all Pre-Adjudication dates/Disposition/Restitution hearings.

**Judge's secretary sets all review/VOP hearings.

JUVENILE BUSINESS PRACTICES Procedures for Violation of Probation

1. DJJ (or SAO) files a Violation of Probation (VOP) or Memo (b/c no authorization for VOP by supervisor) **OR**
2. Court, on its own, determines need for VOP hearing based on information received.
3. VOP/Memo docketed by Clerk's Office.
 - a. IF DJJ fails to file certificate of service, Clerk to inform DJJ that filing is deficient
 - b. Copies sent to parties if Court's own motion.
4. File forwarded to Juvenile Case Managers who will:
 - a. Review/Evaluate file and VOP/Memo
 - i. NOTE: if DJJ doesn't copy parties, Juvenile Case Managers will remind them to do so, fax copies to missing parties, if necessary.
 - ii. If this is the Court's motion, only determination is whether Respondent is still represented, then file goes to chambers (via Mary Hargett or computer reroute) for scheduling of either PRELIMINARY INQUIRY, review or VOP (Step 5c,d).
 - b. Determine if Respondent is still represented:
 - i. If Respondent is still represented, a VOP or review hearing will be scheduled IF Judge approves.
 - ii. If Respondent is not, a Preliminary Inquiry will need to be scheduled IF Judge approves.
 - c. Prepare summary for Judge with recommendations, including dates that parties are not available (Counsel, if still represented, DJJ), indicate what needs to be scheduled IF approved.
 - d. Juvenile Case Managers return file to Mary Hargett (until rerouting available in HP) for distribution to Judge.
5. Judge determines if wants review hearing, writ of attachment, VOP hearing or no action at this time:
 - a. If no action, Judge will make a notation on the VOP/Memo filed by DJJ with instructions for Juvenile Clerk to docket and mail appropriate copies of letter saying keep informed, no action now, or annotated memo.

- b. If a writ of attachment is to be issued, file goes to Juvenile Clerk for issuance, docketing. WHEN Respondent is detained, Sheriff will notify DJJ. DJJ faxes Clerk's Office. Clerk's Office faxes Assignment Office and State's Attorney's Office. A VOP date is set before appropriate Judge by the Juvenile Duty Judge at emergency detention hearing with sufficient time to appoint Counsel if necessary.
- c. If a Preliminary Inquiry is necessary, Judge's Secretary clears date for Preliminary inquiry AND VOP (VOP no less than 14 days after PRELIMINARY INQUIRY (will need to be reset if no-show) with AO and forwards file to Juvenile Clerk (Charlotte for now) with date(s). Clerk issues summonses for Preliminary Inquiry (scheduled with the Preliminary Inquiries on Mondays before the Juvenile Duty Judge) and generates VOP summonses, etc. for distribution at Preliminary Inquiry.
- d. If review hearing or VOP hearing to be set, Secretary clears date on Judge's calendar and with Assignment Office and forwards to Juvenile Clerk (Charlotte for now) with date to issue summonses/notices.

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND

**CHILD IN NEED OF ASSISTANCE (CINA) PETITION TRACKING
INFORMATION**

DATE: ____/____/____

PETITION #: _____ **RESPONDENT:** _____

RESPONDENT'S DOB: ____/____/____ **RESPONDENT I.D.** _____
(IF AVAILABLE)

MOTHER'S MAIDEN NAME _____

IS RESPONDENT CURRENTLY OUT OF THE HOME? _____

WHERE? _____

RELATED PETITIONS: _____, _____, _____,

**SIBLINGS WITH ACTIVE CINA CASE (INCLUDE PETITION NUMBERS/ID NUMBERS IF
AVAILABLE):**

TRACK REQUESTED: (CIRCLE ONE TRACK)

- 3 ROUTINE/CINA-SHELTER**
- 4 ROUTINE/CINA-NON SHELTER**
- 7 COMPLEX CINA-SHELTER**
- 8 COMPLEX CINA-NON SHELTER**

PRESUMED COMPLEX:

- **THREE OR MORE CHILDREN WITH MULTI PLACEMENT ISSUES**
- **SEVERE MENTAL OR PHYSICAL DISABILITIES**
- **SERIOUS PHYSICAL/SEXUAL ABUSE ISSUES**

REASONS FOR ASSIGNING CASE TO TRACK OTHER THAN PRESUMED TRACK:

_____/_____
DEPARTMENT OF HEALTH AND HUMAN
SERVICES/PHONE #

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND
JUVENILE DELINQUENCY PETITION TRACKING INFORMATION

DATE: ____/____/____

PETITION #: _____ **RESPONDENT:** _____

RESPONDENT'S DOB: ____/____/____ RESPONDENT'S ID # _____
(IF AVAILABLE)

IS RESPONDENT CURRENTLY DETAINED? _____ WHERE? _____

WRIT REQUESTED? _____

LEAD (MOST SERIOUS) CHARGE: _____

RELATED PETITIONS: _____, _____, _____,
_____, _____, _____, _____,
_____, _____, _____, _____

CO-RESPONDENT(S) (INCLUDE PETITION NUMBERS/ID NUMBERS IF AVAILABLE):

TRACK REQUESTED: (CIRCLE ONE TRACK)

- 0 PEACE ORDER**
- 1 ROUTINE/RESPONDENT DETAINED**
- 2 ROUTINE**
- 5 COMPLEX/RESPONDENT DETAINED**
- 6 COMPLEX**

PRESUMED ROUTINE: ASSAULT, BURGLARY, CDS, ROBBERY,
THEFT/FORGERY/UTTERING, MOTOR VEHICLE
OFFENSES

PRESUMED COMPLEX: HOMICIDE INCL. AUTOMANSLAUGHTER, RAPE/SEX
OFFENSES

REASONS FOR ASSIGNING CASE TO TRACK OTHER THAN PRESUMED TRACK:

_____/_____
ASST. STATE'S ATTORNEY/DJJ*/PHONE #
*PEACE ORDER ONLY

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND
JUVENILE DELINQUENCY PETITION TRACKING INFORMATION
RESPONDENT'S REVIEW OF TRACK ASSIGNMENT

DATE: ____/____/____

INITIAL TRACK ASSIGNMENT: _____

PETITION #: _____ RESPONDENT: _____

TRACK REQUESTED: (CIRCLE ONE TRACK)

- | | |
|----------|------------------------------------|
| 0 | PEACE ORDER |
| 1 | ROUTINE/RESPONDENT DETAINED |
| 2 | ROUTINE |
| 5 | COMPLEX/RESPONDENT DETAINED |
| 6 | COMPLEX |

PRESUMED ROUTINE: ASSAULT, BURGLARY, CDS, ROBBERY,
THEFT/FORGERY/UTTERING, MOTOR VEHICLE
OFFENSES

PRESUMED COMPLEX: HOMICIDE INCL. AUTOMANSLAUGHTER, RAPE/SEX
OFFENSES

REASONS FOR ASSIGNING CASE TO TRACK OTHER THAN PRESUMED TRACK:

RESPONDENT'S COUNSEL/PHONE NUMBER

INTERPRETER REQUIRED? ____
(IF YES, YOU MUST FILE A REQUEST FOR AN INTERPRETER WITH THE CLERK'S
OFFICE.)

**COMPLETE AND RETURN TO JUVENILE DIVISION AT TIME OF FILING OF
LINE OF APPEARANCE**

PLEASE GIVE ALL ENCLOSED PAPERS TO YOUR ATTORNEY.
POR FAVOR, DELE A SU ABOGADO TODOS ESTOS DOCUMENTOS.

**CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND
JUVENILE DIVISION**

IN THE MATTER OF _____

PETITION #: _____

DISCOVERY CERTIFICATION

The State, by and through _____, certifies that a packet containing Discovery pursuant to Maryland Rule 11-109:

_____ was compiled and provided to _____, Counsel for the
Respondent on _____, 200____.

The State further certifies that:

_____ there are no written or recorded statements made by the Respondent in this Matter.

_____ there are _____ (#) written or recorded statements made by the Respondent in this matter and a copy of each was provided as part of the initial Discovery packet above.

_____ there are _____ (#) written or recorded statements made by the Respondent in this matter, but they were not included in the Discovery Packet.

The State will obtain the statement(s) from _____,
the investigating officer, and provide a copy to Counsel for the Respondent
by _____, 200____.

Respectfully submitted,

Assistant State's Attorney
for Montgomery County, Maryland

Note: This Certification does not affect the State's ongoing obligation to provide discovery under Maryland Rule 11-109.

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND
JUVENILE DIVISION

Molly Q. Ruhl
Clerk of the Circuit Court

27 Courthouse Square
Rockville, Maryland 20850

301-279-1447
TTY 301-565-0450

REQUEST FOR INTERPRETER(S)

PETITION #case id RESPONDENT: full name

TYPE OF CASE: (CIRCLE) DELINQUENCY CINA TPR ADOPTION

SCHEDULED EVENT: hearing

COURT DATE: 11/11/1111

TIME: 10:15AM

EST. EVENT DURATION: 1/2 hour

LOCATION: 27 COURTHOUSE SQUARE, ROCKVILLE, MD

COURTROOM #304

INTERPRETER NEEDED FOR: (CHECK ALL THAT APPLY)

x1 RESPONDENT

x2 RESPONDENT PARENT

x3 RESPONDENT WITNESS

x4 STATE WITNESS

x5 OTHER: other

LANGUAGE: language

REQUESTED BY:

requestor / phone / date
name phone number date

A _____ interpreter has been obtained on _____.
language date

PLEASE NOTIFY THE CLERK'S OFFICE IMMEDIATELY AT 240-777-9466 WHEN A CASE IS POSTPONED.

IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND
SITTING AS A JUVENILE COURT

In the Matter of:

(respondent name)

Petition #99-9-99-99999

DOB: 09/30/9999

SCHEDULING ORDER - TRACK 1
(738)

A Delinquency Detention Petition having been filed in the above case, it is this 30th day of September, 9999, by the Circuit Court for Montgomery County, Maryland, Juvenile Division,

ORDERED, that this is your official notice of dates and required Court appearances. ANY MODIFICATION OF THIS SCHEDULING ORDER MUST BE REQUESTED BY WRITTEN MOTION AND FILED BEFORE THE COMPLIANCE DATE(S). The motion must justify the requested modification. Stipulations between counsel shall not change any deadlines in the Order absent Court approval.

This case is assigned to **Track 1** of the Juvenile Division. All discovery shall be completed pursuant to Maryland Rule 11-109. The following schedule has been established:

State's Attorney Discovery Certification, on or before	09/30/9999
(no later than five (5) days after counsel's entry of appearance)	
Pre-Trial Settlement Hearing	09/30/9999
Adjudicatory Hearing	09/30/9999



Paul H. Weinstein
Administrative Judge

(respondent name
street address
city state zip)

IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND
SITTING AS A JUVENILE COURT

In the Matter of:
(respondent name)

Petition #99-9-99-99999

DOB: 09/30/9999

SCHEDULING ORDER - TRACK 2
(738)

A Delinquency Petition having been filed in the above case, it is this 30th day of September, 9999, by the Circuit Court for Montgomery County, Maryland, Juvenile Division,

ORDERED, that this is your official notice of dates and required Court appearances. ANY MODIFICATION OF THIS SCHEDULING ORDER MUST BE REQUESTED BY WRITTEN MOTION AND FILED BEFORE THE COMPLIANCE DATE(S). The motion must justify the requested modification. Stipulations between counsel shall not change any deadlines in the Order absent Court approval.

This case is assigned to **Track 2** of the Juvenile Division. All discovery shall be completed pursuant to Maryland Rule 11-109. The following schedule has been established:

State's Attorney Discovery Certification, on or before	09/30/9999
(no later than five (5) days after counsel's entry of appearance)	
Preliminary Inquiry	09/30/9999
Pre-Trial Settlement Hearing	09/30/9999
Adjudicatory Hearing	09/30/9999



Paul H. Weinstein
Administrative Judge

(respondent name
street address
city state zip)

IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND
SITTING AS A JUVENILE COURT

In the Matter of:
(respondent name)

Petition #99-9-99-99999

DOB: 09/30/9999

SCHEDULING ORDER - TRACK 3
(738)

A Child in Need of Assistance Shelter Petition having been filed in the above case, it is this 30th day of September, 9999, by the Circuit Court for Montgomery County, Maryland, Juvenile Division,

ORDERED, that this is your official notice of dates and required Court appearances. ANY MODIFICATION OF THIS SCHEDULING ORDER MUST BE REQUESTED BY WRITTEN MOTION AND FILED BEFORE THE COMPLIANCE DATE(S). The motion must justify the requested modification. Stipulations between counsel shall not change any deadlines in the Order absent Court approval.

This case is assigned to **Track 3** of the Juvenile Division. All discovery shall be completed pursuant to Maryland Rule 11-109. The following schedule has been established:

Discovery Complete	09/30/9999
Pre-Trial Settlement Hearing	09/30/9999
Adjudicatory Hearing	09/30/9999



Paul H. Weinstein
Administrative Judge

NOTICE: Home Study shall be served and filed five (5) days prior to the designated scheduled hearing. All other reports shall be distributed and filed ten (10) days prior to the designated scheduled hearing.

(respondent name
street address
city state zip)

IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND
SITTING AS A JUVENILE COURT

In the Matter of:

(respondent name)

Petition #99-9-99-99999

DOB: 09/30/9999

SCHEDULING ORDER - TRACK 4
(738)

A Child in Need of Assistance Petition having been filed in the above case, it is this 30th day of September, 9999, by the Circuit Court for Montgomery County, Maryland, Juvenile Division,

ORDERED, that this is your official notice of dates and required Court appearances. ANY MODIFICATION OF THIS SCHEDULING ORDER MUST BE REQUESTED BY WRITTEN MOTION AND FILED BEFORE THE COMPLIANCE DATE(S). The motion must justify the requested modification. Stipulations between counsel shall not change any deadlines in the Order absent Court approval.

This case is assigned to **Track 4** of the Juvenile Division. All discovery shall be completed pursuant to Maryland Rule 11-109. The following schedule has been established:

Preliminary Inquiry	09/30/9999
Discovery Complete	09/30/9999
Pre-Trial Settlement Hearing	09/30/9999
Adjudicatory Hearing	09/30/9999



Paul H. Weinstein
Administrative Judge

NOTICE: Home Study shall be served and filed five (5) days prior to the designated scheduled hearing. All other reports shall be distributed and filed ten (10) days prior to the designated scheduled hearing.

(respondent name
street address
city state zip)

IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND
SITTING AS A JUVENILE COURT

In the Matter of:

(respondent name)

Petition #99-9-99-99999

DOB: 09/30/9999

SCHEDULING ORDER - TRACK 5
(738)

A Delinquency Detention Petition having been filed in the above case, it is this 30th day of September, 9999, by the Circuit Court for Montgomery County, Maryland, Juvenile Division,

ORDERED, that this is your official notice of dates and required Court appearances. ANY MODIFICATION OF THIS SCHEDULING ORDER MUST BE REQUESTED BY WRITTEN MOTION AND FILED BEFORE THE COMPLIANCE DATE(S). The motion must justify the requested modification. Stipulations between counsel shall not change any deadlines in the Order absent Court approval.

This case is assigned to **Track 5** of the Juvenile Division. All discovery shall be completed pursuant to Maryland Rule 11-109. The following schedule has been established:

State's Attorney Discovery Certification, on or before	09/30/9999
(no later than five (5) days after counsel's entry of appearance)	
Pre-Trial Settlement Hearing/Scheduling Conference	09/30/9999
Adjudicatory Hearing	09/30/9999



Paul H. Weinstein
Administrative Judge

(respondent name
street address
city state zip)

IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND
SITTING AS A JUVENILE COURT

In the Matter of:
(respondent name)

Petition #99-9-99-99999

DOB: 09/30/9999

SCHEDULING ORDER - TRACK 6
(738)

A Delinquency Petition having been filed in the above case, it is this 30th day of September, 9999, by the Circuit Court for Montgomery County, Maryland, Juvenile Division,

ORDERED, that this is your official notice of dates and required Court appearances. ANY MODIFICATION OF THIS SCHEDULING ORDER MUST BE REQUESTED BY WRITTEN MOTION AND FILED BEFORE THE COMPLIANCE DATE(S). The motion must justify the requested modification. Stipulations between counsel shall not change any deadlines in the Order absent Court approval.

This case is assigned to **Track 6** of the Juvenile Division. All discovery shall be completed pursuant to Maryland Rule 11-109. The following schedule has been established:

State's Attorney Discovery Certification, on or before	09/30/9999
(no later than five (5) days after counsel's entry of appearance)	
Preliminary Inquiry	09/30/9999
Pre-Trial Settlement Hearing/Scheduling Conference	09/30/9999
Adjudicatory Hearing	09/30/9999



Paul H. Weinstein
Administrative Judge

(respondent name
street address
city state zip)

IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND
SITTING AS A JUVENILE COURT

In the Matter of:
(respondent name)

Petition #99-9-99-99999

DOB: 09/30/9999

SCHEDULING ORDER - TRACK 7
(738)

A Child in Need of Assistance Shelter Petition having been filed in the above case, it is this 30th day of September, 9999, by the Circuit Court for Montgomery County, Maryland, Juvenile Division,

ORDERED, that this is your official notice of dates and required Court appearances. ANY MODIFICATION OF THIS SCHEDULING ORDER MUST BE REQUESTED BY WRITTEN MOTION AND FILED BEFORE THE COMPLIANCE DATE(S). The motion must justify the requested modification. Stipulations between counsel shall not change any deadlines in the Order absent Court approval.

This case is assigned to **Track 7** of the Juvenile Division. All discovery shall be completed pursuant to Maryland Rule 11-109. The following schedule has been established:

Discovery Complete	09/30/9999
Pre-Trial Settlement Hearing/Scheduling Conference	09/30/9999
Adjudicatory Hearing	09/30/9999



Paul H. Weinstein
Administrative Judge

NOTICE: Home Study shall be served and filed five (5) days prior to the designated scheduled hearing. All other reports shall be distributed and filed ten (10) days prior to the designated scheduled hearing.

(respondent name
street address
city state zip)

IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND
SITTING AS JUVENILE COURT

In the Matter of:
(respondent name)

Petition #99-9-99-99999

DOB: 09/30/9999

SCHEDULING ORDER - TRACK 8
(738)

A Child in Need of Assistance Petition having been filed in the above case, it is this 30th day of September, 9999, by the Circuit Court for Montgomery County, Maryland, Juvenile Division,

ORDERED, that this is your official notice of dates and required Court appearances. ANY MODIFICATION OF THIS SCHEDULING ORDER MUST BE REQUESTED BY WRITTEN MOTION AND FILED BEFORE THE COMPLIANCE DATE(S). The motion must justify the requested modification. Stipulations between counsel shall not change any deadlines in the Order absent Court approval.

This case is assigned to **Track 8** of the Juvenile Division. All discovery shall be completed pursuant to Maryland Rule 11-109. The following schedule has been established:

Preliminary Inquiry	09/30/9999
Discovery Complete	09/30/9999
Pre-Trial Settlement Hearing/Scheduling Conference	09/30/9999
Adjudicatory Hearing	09/30/9999



Paul H. Weinstein
Administrative Judge

NOTICE: Home Study shall be served and filed five (5) days prior to the designated scheduled hearing. All other reports shall be distributed and filed ten (10) days prior to the designated scheduled hearing.

(respondent name
street address
city state zip)

IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND
SITTING AS A JUVENILE COURT

In the Matter of:
(respondent name)

Petition #99-9-99-99999

DOB: 09/30/9999


SCHEDULING ORDER - TRACK 9
(738)

A scheduling conference having been held and it having been determined that the issue of termination of parental rights is contested, it is this 30 day of September, 9999, by the Circuit Court for Montgomery County, Maryland, Juvenile Division,

ORDERED, that this is your official notice of dates and required Court appearances. ANY MODIFICATION OF THIS SCHEDULING ORDER MUST BE REQUESTED BY WRITTEN MOTION AND FILED BEFORE THE COMPLIANCE DATE(S). The motion must justify the requested modification. Stipulations between counsel shall not change any deadlines in the Order absent Court approval.

This case is assigned to **Track 9** of the Juvenile Division. The following schedule has been established:

All Experts to be Identified	09/30/9999
Discovery Completed	09/30/9999
Motions Filing Cutoff	09/30/9999
Pre-Trial Settlement Conference	09/30/9999
Trial	09/30/9999



Paul H. Weinstein
Administrative Judge

(respondent name
street address
city state zip)

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND JUVENILE COURT

POLICY AND PROCEDURES

RESPONSIBILITIES OF COUNSEL IN CINA AND TPR MATTERS

GENERAL:

- To ensure continuity, all Hearings will proceed on a day-by-day basis until completed.
- Motions to continue or extend will be heard and ruled upon by the Administrative Judge.
- Unless cases are consolidated, filings will be on a per petition basis and a per respondent basis. Where cases or petitions are consolidated, sufficient copies should be submitted reflecting the number of petitions and/or respondents.

SCHEDULING:

- **Preliminary Inquiries** will be held on Mondays on the Juvenile Duty Docket, beginning at 8:30 a.m. (Where Monday is a holiday, Preliminary Inquiries will be held the Friday preceding the holiday.)
- **CINA Pre-Trial Settlement Conferences** will be held on Tuesdays and Thursdays on the Juvenile Duty Docket, beginning at 1:30p.m. CINA Docket Judge to handle consent agreements if available.

APPOINTMENT OF COUNSEL FOR RESPONDENT:

- The Court will continue to appoint Counsel for a Respondent placed in Shelter Care.
- The Court will appoint Counsel for a Respondent if no Line of Appearance is entered within 7 days of a Preliminary Inquiry

DCM INFORMATION SHEETS:

- The County Attorney's Office will complete and file a DCM Information Sheet at the Shelter Care Hearing, or, in non-shelter cases, file a completed DCM Information Sheet with the petition.
- Counsel for the Respondent and parents will file a DCM Information Sheet upon receipt of the Petition or the filing of a line of appearance.

MOTIONS:

- The motion caption is to reflect what the movant is requesting. Please do not use “Motion for Appropriate Relief” when there is a more meaningful caption.
- All motions, including motions for continuances and for attorney’s fees, are to be filed with blank orders for signature by the Court.
- All motions, including those concerning a change in a scheduled hearing date or a change in the length of time an existing order/status is to be in effect, should contain statements indicating the other party’s (parties’) position(s) regarding the motion. If the position(s) of the other parties cannot be ascertained after a good faith effort to determine them, counsel should include a statement to that effect in the motion. Case managers will contact counsel regarding pending motions.
- Motions that require a prompt response should be accompanied by a motion to shorten the time for response where appropriate.

DISCOVERY:

- Counsel will comply with Discovery Orders issued by the Court.
- Please see MOTIONS section above regarding motions to compel discovery.

PRE-TRIAL SETTLEMENT CONFERENCES:

- Where an agreement has been reached parties are to file a joint memorandum detailing consent agreement within 3 business days of Pre-Trial Hearing if a consent agreement is not entered that same day. Cases may be reset to the next Pre-Trial Hearing date if this date occurs prior to the scheduled Adjudicatory Hearing date. The Adjudicatory Hearing date will **NOT** be removed from the calendar until the consent agreement is entered. Counsel are responsible for informing the Court at the Pre-Trial Settlement Conference if a scheduled Adjudicatory Hearing date conflicts with Counsel’s or an essential witness’ prior commitments even if it is anticipated that the case will resolve.
- Where no agreement is reached, Counsel will inform the Court of the estimated length of the Adjudicatory Hearing and any separate motions that need to be heard. Unresolved discovery issues may be addressed as well. The Adjudicatory Hearing date will be confirmed and adjusted if necessary. Extensions beyond the statutory deadlines will be ruled upon by the Administrative Judge. Please see a detailed description for the planning and scheduling of complex cases in the narrative for Juvenile DCM Tracks 7 and 8 and for TPR cases (Track 9).
- Cases that do not resolve will be ordered to same-day mediation unless the parties are pending criminal charges related to the same events.

REVIEWS:

- Status review hearings prior to the Permanency Planning Hearing will not be set unless requested in writing by a party.

PERMANENCY PLANNING STATUS CONFERENCE:

- Permanency Planning Status Conferences will be held 45 days prior to the Permanency Planning Hearing and will be a 15 minute (or less) status conference to be attended by Counsel only to determine time needed for Hearing and number of witnesses expected to be called. The Date will be adjusted if necessary to accommodate lengthy hearings.

SERVICE OF TPR PETITIONS:

- Policy will be for the County Attorney to bring a Petition for TPR and a Show Cause Order to all Permanency Planning Hearings to be served upon the parties in the event the Judge rules that adoption/long term care short of adoption is to be the Permanency Plan.

TPR SERVICE STATUS HEARING:

- On the ninety-first day after the issuance of a Show Cause Order where service has not been achieved on all the parties, the County Attorney's Office will file a petition to renew the Show Cause Order or to waive service if reasonable good faith efforts have been made to locate the parent(s). The Court will determine whether to reissue the Show Cause Order, dismiss the original petition without prejudice, or to waive service.

(SAMPLE)
MEMORANDUM

TO: THE ASSIGNMENT OFFICE

SUBJECT: CONSENT AGREEMENT
IN THE MATTER OF _____

PETITION NUMBER(S): _____

The attorney for the Respondent, for the parent(s), [guardian] and Montgomery County, Maryland have entered an agreement regarding the disposition of the above-referenced Petition(s).

Summary of the terms of the agreement:

1. [Facts/Conditions which the parties will admit would be sustained in an Adjudicatory Hearing.]
2. [Special recommendations to be made to the Court regarding disposition.]

This matter is scheduled before the Juvenile Court on _____.

Name
Assistant County Attorney
Montgomery County, Maryland

Name
Attorney for the Respondent

Name
Attorney for the [Parent(s)--may require
multiple signature lines.]

Date: _____

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND JUVENILE COURT

POLICY AND PROCEDURES

RESPONSIBILITIES OF COUNSEL IN DELINQUENCY MATTERS

GENERAL:

- To ensure continuity, all Hearings will proceed on a day-by-day basis until completed.
- Motions to continue or extend will be heard and ruled upon by the Administrative Judge.
- Unless cases are consolidated, filings will be on a per petition basis and a per respondent basis. Where cases or petitions are consolidated, sufficient copies should be submitted reflecting the number of petitions and/or respondents.

SCHEDULING:

- **Preliminary Inquiries** will be held on Mondays on the Juvenile Duty Docket, beginning at 8:30 a.m. (Where Monday is a holiday, Preliminary Inquiries will be held the Friday preceding the holiday.)
- **Delinquent Pre-Trial Settlement Conferences** will be held on Wednesdays on the Juvenile Duty Docket, beginning 8:30a.m. Delinquent Docket Judge to handle pleas if available.

LINE OF APPEARANCE/WAIVER OF PRELIMINARY INQUIRY:

- Counsel filing a line entering his/her appearance on behalf of a Respondent must file with the line of appearance, a line, signed by both the Respondent and his/her parent/guardian/custodian authorizing counsel to accept service on their behalf in order for the Preliminary Inquiry to be removed from the calendar.

APPOINTMENT OF COUNSEL FOR RESPONDENT:

- The Court will appoint Counsel for a Respondent if no Line of Appearance is entered within 7 days of a Preliminary Inquiry.

DCM INFORMATION SHEETS:

- The State's Attorney's Office will complete and file a DCM Information Sheet at the Detention/Shelter Care Hearing, or, in non-detention cases, file a completed DCM Information Sheet with the petition.

- Counsel for the Respondent will file a DCM Information Sheet upon receipt of the Petition or the filing of a line of appearance.

MOTIONS:

- The motion caption is to reflect what the movant is requesting. Please do not use “Motion for Appropriate Relief” when there is a more meaningful caption.
- All motions, including motions for continuances and for attorney’s fees, are to be filed with blank orders for signature by the Court.
- All motions, including those concerning a change in a scheduled hearing date or a change in the length of time an existing order/status is to be in effect, should contain statements indicating the other party’s (parties’) position(s) regarding the motion. If the position(s) of the other parties cannot be ascertained after a good faith effort to determine them, counsel should include a statement to that effect in the motion. Case managers will contact counsel regarding pending motions.
- Motions that require a prompt response should be accompanied by a motion to shorten the time for response where appropriate.

DISCOVERY:

- The State’s Attorney’s Office will complete and file a discovery certification upon the delivery of discovery to counsel.
- Please see MOTIONS section above regarding motions to compel discovery.

PRE-TRIAL SETTLEMENT CONFERENCES:

- Where an agreement has been reached, parties are to file a joint memorandum detailing plea agreement within 3 business days of Pre-Trial Hearing if the plea is not taken that same day. Cases may be reset to the next Pre-Trial Hearing date if this date occurs prior to the scheduled Adjudicatory Hearing date. The Adjudicatory Hearing date will **NOT** be removed from the calendar until the plea is taken. Counsel are responsible for informing the Court at the Pre-Trial Settlement Conference if a scheduled Adjudicatory Hearing date conflicts with Counsel’s or an essential witness’ prior commitments even if it is anticipated that the case will resolve.
- Where no agreement is reached, Counsel will inform the Court of the estimated length of the Adjudicatory Hearing and any separate motions that need to be heard. Unresolved discovery issues may be addressed as well. The Adjudicatory Hearing date will be confirmed and adjusted if necessary. Extensions beyond the statutory deadlines will be ruled upon by the Administrative Judge. Please see a detailed description for the planning and scheduling of complex cases in the narrative for Juvenile DCM Tracks 5 and 6.

(SAMPLE)
MEMORANDUM

TO: THE ASSIGNMENT OFFICE

SUBJECT: PLEA AGREEMENT
IN THE MATTER OF _____

PETITION NUMBER(S): _____

The attorney for the Respondent and the State of Maryland have agreed to a disposition of the above-referenced petition(s) by a plea of involvement to the _____ Count(s) of the Petition.

Summary of the terms of the agreement:

1. [Count(s) to which the Respondent will enter plea of involvement.]
2. [Special recommendations to be made to the Court regarding disposition.]
3. [Agreement regarding restitution, if applicable.]
4. [Counts or petitions to be dismissed.]

This matter is scheduled before the Juvenile Court on _____.

Name
Assistant State's Attorney
Montgomery County, Maryland

Name
Attorney for the Respondent

Date: _____

JUVENILE JUDGE'S SCHEDULE

Judge ONE – CINA

Monday through Friday 8:30 AM to 9:30 AM - One 1 hour, two ½ hour or four 15 minute CINA Reviews set.

Monday through Friday 9:30 AM to 12:30 PM – One 1 day or three hours of CINA/TPR/Permanency Planning matters set per day.

Monday through Friday 12:30 PM to 1:30 PM – Lunch.

Monday through Friday 1:30 PM to 2:30 PM – One 1 hour, two ½ hour or four 15 minute Reviews or Specially Set matters (e.g. VOP's, Restitution Hearings, etc.) set per day.

Monday through Friday 2:30 PM to 4:30 PM - One day matter to resume or two more hours of CINA matters set per day.

Judge One will assist Judge Two and Judge Three with other matters if Judge One's CINA matters settle.

Judge TWO – DELINQUENCY

Monday through Friday 8:30 AM to 12:30 PM – Twelve Delinquency matters set per day.

Monday through Friday 12:30 PM to 1:30 PM – Lunch.

Monday through Friday 1:30 PM to 2:30 PM – One 1 hour, two ½ hour or four 15 minute Reviews or Specially Set matters (e.g. VOP's, Restitution Hearings, etc.) set per day.

Monday through Friday 2:30 PM to 4:30 PM - Delinquency matters to resume.

Judge Two will assist Judge One and Judge Three with other matters if Judge Two's Delinquent matters settle.

Judge THREE – (Duty)

Monday 8:30 AM to 9:30 AM – Forty CINA and/or Delinquent Preliminary Inquiries set.

Wednesday 8:30 AM – 12:30 PM – Sixty Delinquency Pretrials set.

Judge THREE – (Duty) Continued

Monday 9:30 AM to 12:30 PM – Three hours of Miscellaneous Matters 1 hour or less (NO TRIALS), CINA/Delinquent Emergency Placement, Motions and Reviews set.

Tuesday and Thursday 8:30 AM to 9:00 AM – Six Agency Compliance, Stet, and Warrant Status Hearings set.

Tuesday and Thursday 9:00 AM to 11:30 PM – 2 ½ hours of Miscellaneous Matters 1 hour or less (NO TRIALS), CINA/Delinquent Emergency Placement, Motions and Reviews set.

Friday 8:30 AM to 12:30 PM – Four hours of Miscellaneous Matters 1 hour or less (NO TRIALS), CINA/Delinquent Emergency Placement, Motions and Reviews set.

Tuesday and Thursday 11:30 AM to 12:30 PM – 5 CINA Pretrials to be set each day.

Monday through Friday 12:30 PM to 1:30 PM – Lunch

Monday and Friday 1:30 PM to 2:30 PM – One hour of CINA shelter, Delinquent detention and bench warrant matters set as needed.

Wednesday 1:30 PM to 2:30 PM Delinquency Pretrials to continue if necessary. One hour of CINA shelter, Delinquent detention and bench warrant matters set as needed.

Tuesday and Thursday 1:30 PM to 4:30 PM – 5 CINA Pretrials to continue if needed. Three hours of CINA shelter, Delinquent detention and bench warrant matters set as needed.


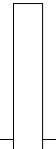





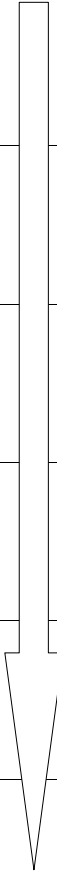
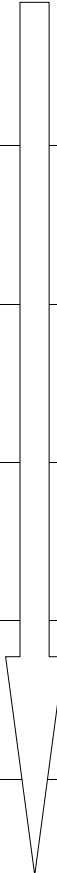
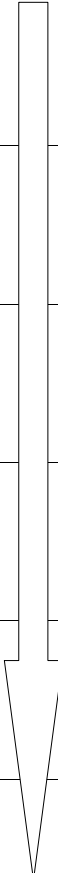

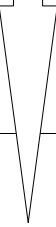



Monday, Wednesday and Friday 2:30 PM to 4:30 PM – Two hours of Miscellaneous Matters 1 hour or less (NO TRIALS), CINA/Delinquent Emergency Placement, Motions and Reviews set.





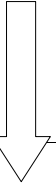





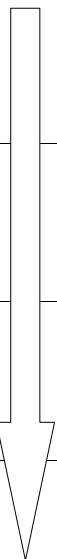
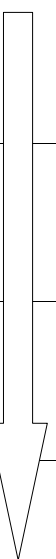
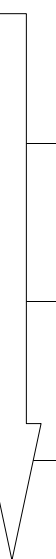
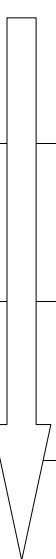

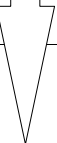




Judge Three to assist Judge One and Judge Two if appropriate.

Juvenile Judge ONE

CINA/TPR/Permanency Planning Matters include: Adjudicatory Hearings, Disposition Hearings, Permanency Planning Hearings, and Termination of Parental Rights Trials, Adoption Hearings

Total Time Rule - all cases scheduled at 8:30 AM











	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 AM	One 1 hour, two 1/2 hour, or four 15 minute CINA Reviews	One 1 hour, two 1/2 hour, or four 15 minute CINA Reviews	One 1 hour, two 1/2 hour, or four 15 minute CINA Reviews	One 1 hour, two 1/2 hour, or four 15 minute CINA Reviews	One 1 hour, two 1/2 hour, or four 15 minute CINA Reviews
9:00 AM					
9:30 AM	One 1 day or three hours of CINA/TPR/Permanency Planning Matters	One 1 day or three hours of CINA/TPR/Permanency Planning Matters	One 1 day or three hours of CINA/TPR/Permanency Planning Matters	One 1 day or three hours of CINA/TPR/Permanency Planning Matters	One 1 day or three hours of CINA/TPR/Permanency Planning Matters
10:00 AM					
10:30 AM					
11:00 AM					
11:30 AM					
12:00 PM					
12:30 PM	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH


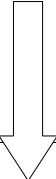
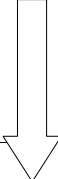
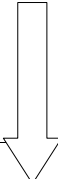
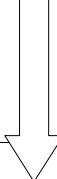
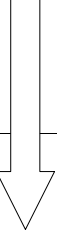
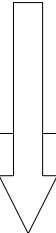
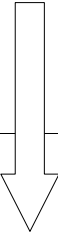
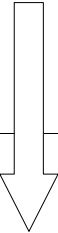
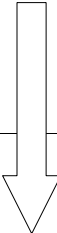
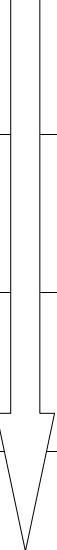
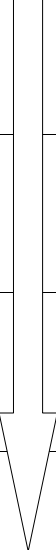
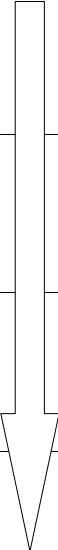
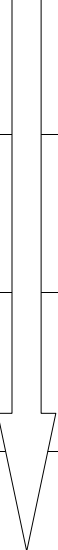
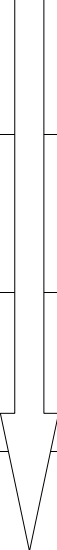





ONE Continued					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	LUNCH CONTINUED	LUNCH CONTINUED	LUNCH CONTINUED	LUNCH CONTINUED	LUNCH CONTINUED
1:00 PM					
1:30 PM	One 1 hour, two 1/2 hour, or four 15 minute Reviews and/or Specially Set Matters (e.g. VOP's, Restitution Hrgs, etc.)	One 1 hour, two 1/2 hour, or four 15 minute Reviews and/or Specially Set Matters (e.g. VOP's, Restitution Hrgs, etc.)	One 1 hour, two 1/2 hour, or four 15 minute Reviews and/or Specially Set Matters (e.g. VOP's, Restitution Hrgs, etc.)	One 1 hour, two 1/2 hour, or four 15 minute Reviews and/or Specially Set Matters (e.g. VOP's, Restitution Hrgs, etc.)	One 1 hour, two 1/2 hour, or four 15 minute Reviews and/or Specially Set Matters (e.g. VOP's, Restitution Hrgs, etc.)
2:00 PM					
2:30 PM	One 1 day cont'd or two hours of CINA / TPR / Permanency Planning Matters Continued	One 1 day cont'd or two hours of CINA / TPR / Permanency Planning Matters Continued	One 1 day cont'd or two hours of CINA / TPR / Permanency Planning Matters Continued	One 1 day cont'd or two hours of CINA / TPR / Permanency Planning Matters Continued	One 1 day cont'd or two hours of CINA / TPR / Permanency Planning Matters Continued
3:00 PM					
3:30 PM					
4:00 PM					
4:30 PM					

Juvenile Judge TWO

Delinquency Matters include: Adjudicatory Hearings, Adjudicatory Hearings with no Witnesses, Disposition Hearings, Violation of Probation Hearings, Restitution Hearings

Total Case Rule - 10 cases set at 8:30 AM


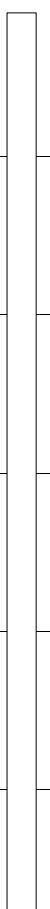



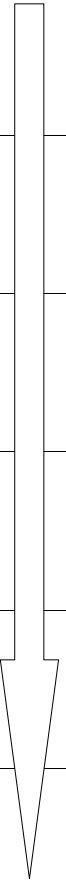




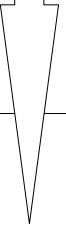

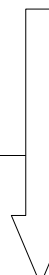

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 AM	Twelve Delinquent Matters	Twelve Delinquent Matters	Twelve Delinquent Matters	Twelve Delinquent Matters	Twelve Delinquent Matters
9:00 AM					
9:30 AM					
10:00 AM					
10:30 AM					
11:00 AM					
11:30 AM					
12:00 PM					
12:30 PM	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH







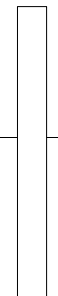

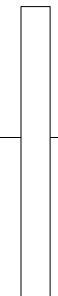


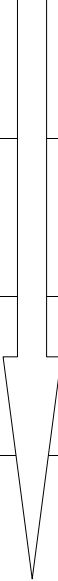

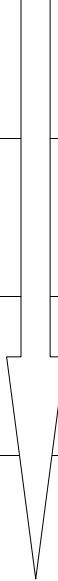
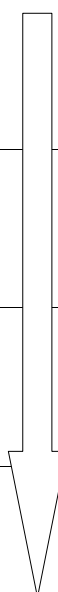
TWO Continued					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	LUNCH CONTINUED	LUNCH CONTINUED	LUNCH CONTINUED	LUNCH CONTINUED	LUNCH CONTINUED
1:00 PM					
1:30 PM	One 1 hour, two 1/2 hour, or four 15 minute Reviews and/or Specially Set Matters (e.g. VOP's, Restitution Hrgs, etc.)	One 1 hour, two 1/2 hour, or four 15 minute Reviews and/or Specially Set Matters (e.g. VOP's, Restitution Hrgs, etc.)	One 1 hour, two 1/2 hour, or four 15 minute Reviews and/or Specially Set Matters (e.g. VOP's, Restitution Hrgs, etc.)	One 1 hour, two 1/2 hour, or four 15 minute Reviews and/or Specially Set Matters (e.g. VOP's, Restitution Hrgs, etc.)	One 1 hour, two 1/2 hour, or four 15 minute Reviews and/or Specially Set Matters (e.g. VOP's, Restitution Hrgs, etc.)
2:00 PM					
2:30 PM	Twelve Delinquent Matters Continued	Twelve Delinquent Matters Continued	Twelve Delinquent Matters Continued	Twelve Delinquent Matters Continued	Twelve Delinquent Matters Continued
3:00 PM					
3:30 PM					
4:00 PM					
4:30 PM					

Juvenile Judge THREE

Duty Matters include: Arraignments, CINA Pretrials, Delinquency Pretrials, Detention Hearings, Emergency Hearings, Preliminary Inquiries, Waiver Hearings, Shelter Care Hearings, Warrant/Writ/Show Causes, Peace Order Hearings, Case Status Hearings, Plea Hearings, Motions

Time Slotted Rule - each case set for a specific time

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 AM	30 Preliminary Inquiries Set	6 Agency Compliance, Stet and Warrant Status Hearings Set	60 Delinquency Pretrials Set	6 Agency Compliance, Stet and Warrant Status Hearings Set	Four hours of Misc. Matters - One hour or less (NO TRIALS) / CINA / Delinquent Emergency Placement / Motions
9:00 AM		2.5 hours of Misc. Matters - One hour or less (NO TRIALS) / CINA / Delinquent Emergency Placement / Motions		2.5 hours of Misc. Matters - One hour or less (NO TRIALS) / CINA / Delinquent Emergency Placement / Motions	
9:30 AM	Three hours of Misc. Matters - One hour or less (NO TRIALS) / CINA / Delinquent Emergency Placement / Motions				
10:00 AM					
10:30 AM					
11:00 AM					
11:30 AM		5 CINA Pretrials Set		5 CINA Pretrials Set	
12:00 PM					
12:30 PM	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH

THREE Continued					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	LUNCH CONTINUED	LUNCH CONTINUED	LUNCH CONTINUED	LUNCH CONTINUED	LUNCH CONTINUED
1:00 PM					
1:30 PM	One hour of CINA/Delinquent Emergency Shelter & Detention Matters / Bench Warrant Matters	Three hours of CINA/Delinquent Emergency Shelter & Detention Matters and five CINA PT's Continued / Bench Warrant Matters	Delinquency PT's to continue if necessary-One hour of CINA/Delinquent Emergency Shelter & Detention Matters / Bench Warrant Matters	Three hours of CINA/Delinquent Emergency Shelter & Detention Matters and five CINA PT's Continued / Bench Warrant Matters	One hour of CINA/Delinquent Emergency Shelter & Detention Matters / Bench Warrant Matters
2:00 PM					
2:30 PM	Two hours of Misc. Matters - One hour or less (NO TRIALS) / CINA / Delinquent Emergency Placement / Motions / Reviews		Two hours of Misc. Matters - One hour or less (NO TRIALS) / CINA / Delinquent Emergency Placement / Motions / Reviews		Two hours of Misc. Matters - One hour or less (NO TRIALS) / CINA / Delinquent Emergency Placement / Motions / Reviews
3:00 PM					
3:30 PM					
4:00 PM					
4:30 PM					

ADOPTION/FOSTER CARE HOMES

Information

240-777-1641

AIDS

Information & Services

1-800-638-6252

Health and Human Services HIV Client Services

240-777-9624

Health and Human Services AIDS Office

240-777-1869, TTY: 240-777-1598
(patient support services/information)

ALCOHOL AND DRUG ABUSE

Child and Adolescent Programs

Adolescent Treatment & Family Therapy Services

240-777-1470

Alanon-Alateen

202-882-1334
(information fellowship for families facing alcohol problems)

Screening and Assessment Services for Children and Adolescents (SASCA)

240-777-1430

Drawing the Line

240-777-1986
(Party Buster Information Line)

Information, Education and Counseling

Adult Addiction Programs

240-777-1680

Alcoholics Anonymous

202-966-9115
(self-help group)

Avery Treatment Center

301-762-5613, Fax: 301-762-3451

De-Tox (Mont. Co.)

301-762-5613

Drinking Driver Monitor Program

301-998-6700

DWI Treatment Service

301-279-1334

Glass Mental Health Center

924-5000

Narcotics Anonymous

Helpline: 1-800-543-4670

Outpatient Addiction Services

240-777-1680

(for adults-screening)

AUTOMOBILE**Abandoned****Abandoned Motor Vehicle Unit, Police Dept.**

301-840-2454

Abandoned Vehicles on Private Property, DHCA

240-777-3600

Drivers License/Vehicle Registration**Information Line**

1-800-950-1682

Motor Vehicle Administration Information

1-800-950-1682

BIRTH AND DEATH RECORDS**Maryland Health Dept.**

410-764-3038

(certified birth certificate)

BREAST CANCER

Suburban Hospital
301-581-9594

[Health and Human Services](#)
240-777-1750

CANCER (see also BREAST CANCER)

Information and Counseling

American Cancer Society
301-933-9350

Candlelighters
301-962-3520, 1-800-366-2223, Fax: 301-962-3521, www.candlelighters.org
(support program for parents of children with cancer)

Cancer Information Service
1-800-4CANCER

Women's Cancer Control Program
240-777-1750

CHILD ABUSE & NEGLECT

Report Suspected Child Abuse or Neglect

Children's Help Center, Health and Human Services
240-777-4417

Parents Anonymous
Upcounty 963-4138, Downcounty 565-8272
(self-help for parents who need help with angry feelings toward their children)

Self-help and Supportive Listening Groups Hotline
301-738-2255
(24-hour anonymous listening service)

CHILD CARE

Information

Locate Child Care
301-279-1773

Child Welfare Division

240-777-3500

Children's Resource Center

301-279-1260

Child Care Health Consultation Services

240-777-1600

C.O.N.T.A.C.T. Child Care

301-279-1260

Working Parents Assistance Program

240-777-1155

(subsidies for child care)

Licensing Agencies**Child Care Administration, State of Maryland**

240-314-1400, Fax: 240-314-1444

Health and Human Services

240-777-3986

(private schools, camps)

Special Needs**Community Ministries**

301-762-8682

Respite Care Unit

301-294-8055

(short-term care for children with disabilities)

CITIZENSHIP

1-800-375-5283

CLOTHING**C-4 Clothes Closet & Baby Closet**

301-989-8742

Interfaith Clothing Center

301-424-3796

COMMISSIONERS, DISTRICT COURT(Commissioners issue warrants, set bond)

Germantown, 20000 Aircraft Dr.
540-0963

Police Headquarters, 2350 Research Blvd., Rockville
240-777-5000

Rockville, 1451 Seven Locks Rd.
301-340-0160

Wheaton, 2300 Randolph Rd.
949-7831

Silver Spring, 801 Sligo Ave.
301-588-5181

COMMUNITY ACTION BOARD

Division of Community Action
301-565-7460, Fax: 301-565-7457

CRISIS INTERVENTION

Addiction and Mental Health Center, Mont. General Hospital
301-774-8800
(Psychiatric Emergency Unit)

Community Crisis Center
240-777-4000, TTY: 240-777-4815
(family crisis, sexual assault and spouse abuse)

Hotline, Mont. Co. Mental Health Assoc.
301-738-2255

Poison Information Center Maryland
1-800-492-2414, www.pharmacy.umaryland.edu/~mpc
(identification information on treatment after ingestion of poisons, drugs or plants)

DEATH/BEREAVEMENT

Bereaved Parents (JSSP)

301-881-3700

Candlelighters Childhood Cancer Foundation

301-657-8401 or 1-800-366-2223

(for parents of children or adolescents with cancer)

Compassionate Friends, Trinity Presbyterian Church

(202) 244-1026

(supports in grief resolution on the death of a child)

Make Today Count

301-933-9350

(self-help group for persons with terminal illness and for their families)

Montgomery Hospice

301-279-2566

Seasons

301-493-8300

(for those who have experienced the death of a loved one through suicide)

Shady Grove Adventist

301-460-6222

(infant death & stillborn, Support Group, Recording)

Widowed Persons Service

301-949-7398

Death Certificate

Maryland Health Dept. (Recording)

1-800-832-3277

Probate Court

240-777-9600

DENTAL CARE

Dental Care Clinics

Dental Health Clinic, Health and Human Services

240-777-1875

(dental services for low-income families)

Dental Health Clinic, Howard University

(202) 806-0100

Shady Grove Dental Center
301-217-5450

Private Dentist Referral

Southern Maryland Dental Society
301-345-4196

DIABETES

American Diabetes Assoc.
(703) 549-1500

Juvenile Diabetes Foundation
(202) 371-0044
(parent-to-parent counseling)

DISABILITY

Information

Human Relations
301-468-4265

Services to Persons with Disabilities
240-777-1246
(information and referral)

Programs

Brain Injury Association of Maryland
1-800-221-6443
(formerly Maryland Head Injury Foundation)

Self Help for Hard of Hearing
301-657-2248, TTY: 301-657-2249, Fax: 301-913-9413

Treatment and Learning Centers
301-424-5200
(physical therapy, testing, occupational therapy and audiology)

Vocational Rehabilitation (southern Mont. Co.)
301-949-3750

Recreation

Therapeutic Recreation
240-777-6960, TTY: 240-777-6974
(social activities)

Visually Disabled

Columbia Lighthouse for the Blind

(202) 462-2900
(programs for infants and children)

Early Childhood Learning Center for Visually Impaired

301-929-2006
(services for parent-infant interaction; language development class)

Metropolitan Washington Ear

301-681-6636

Services for the Visually Impaired, Inc.

301-589-0894, Fax: 301-589-7281
(recreation & cultural groups, readers available, braille classes)

DISCRIMINATION

Consumer Affairs

240-777-3636, Fax: 240-777-3768

Human Relations Commission, Mont. Co.

301-468-4265

NAACP

301-657-2062
(civil rights organization for minorities)

DIVORCE

Counseling/Self-Help

[Commission for Women](#)

301-279-1800, TTY: 301-279-1034

Fathers United for Equal Rights

301-927-7638

Divorce Records

Civil Dept., Circuit Court

240-777-9401
(processes divorce papers)

Parents Groups

Parents Without Partners

301-588-9354 (information for Montgomery County, PG County and Washington D.C.)

DRIVER'S LICENSE

1-800-950-1682

DRUG ADDICTION

Counseling Self-Help

Adult Addiction Problems

240-777-1680

Addiction Services Coordination

301-279-1332

Alcohol and Drug Abuse Admin., Health and Mental Hygiene

(410) 767-6872

Counseling Services and Systems

301-330-9198

Narcotics Anonymous

1-800-543-4670

Drug Turn-In

240-773-5299

(testing of substance referrals)

Information, Education & Referral

Child and Adolescent Programs

240-777-1345

Residential Programs

Karma Academy

301-340-8880

Laurence Court Halfway House

279-1202

Second Genesis

301-563-1545

Equivalency
Adult Education, MCPS 301-929-6961 (high school equivalency, GED)
CLEP (College Level Examination Program) 609-951-1026 (College Level Examination Program--write CLEP, Box CN6601, Princeton, NJ 08541)
General Interest (wide variety of courses; call for brochure)
Adult Education, MCPS 301-929-2025
Recreation Dept., Mont. Co. 240-777-6900
Recreation Dept., City of Rockville 301-309-3340, TTY: 301-309-3187, Fax: 301-762-7153
Literacy for Foreign-Language Speakers
Adult Education, MCPS 301-929-2025
Literacy Council 301-942-9292
Public Schools, Montgomery County
Information Office 301-279-3391
Reading
Literacy Council 301-942-9292
Special Needs
Office of Instruction and Program Development 301-279-3411
EMPLOYMENT (see also SENIOR CITIZENS, Employment)
Counseling/Training/Testing
<u>Counseling & Career Center, Comm. for Women</u> 301-279-1800, TTY: 301-279-1034

Dept. of Economic & Employment Devlp.
301-929-4386

Metro Area Reemployment Center, (federal employees only)
301-946-1806
(job training)

Mont. Co. Employment Action Resources Network
301-329-6880
(job training)

Mont. Co. Dept. of Employment Search and Preparation
301-738-0015
(assessment training and placement; income guidelines)

Mont. Co. Office of Human Resources
240-777-5000, TTY 240-777-5069

Unemployment Compensation

Dept. of Economic & Employment Devlp.
301-929-4350

EPILEPSY

Epilepsy Foundation for National Capital Area
301-431-7740
(counseling, education, doctor referrals and employment services)

EVICTIION

Landlord-Tenant Affairs
240-777-3636
(information and assistance)

Sheriff's Office
240-777-7000
(carries out eviction orders)

FAMILY PLANNING (see also PREGNANCY)

Information and Counseling

Health and Human Services

240-777-1600

(contraceptive information)

Maryland Right to Life

301-858-8304

(alternate solutions to abortion)

Planned Parenthood

Gaithersburg, 301-208-1300

Silver Spring, 301-608-3448

(clinic service for birth control; referrals for adoption or abortion)

FINANCIAL ASSISTANCE**Fuel Assistance****City of Rockville Emergency Assistance (REAP)**

301-309-3380, Fax: 301-424-2173

(Rockville residents only)

Health and Human Services

240-777-4450

(help with utility and fuel payments)

Energy Assistance

240-777-4450

Program Management

301-468-4050

Pharmacy Assistance

1-800-492-1974

(financial assistance for prescriptions; eligibility requirements)

Public Assistance/Financial Assistance, HHS**Germantown**

240-777-3420

Rockville

240-777-4600

Silver Spring

240-777-3100

(determines eligibility for monthly public assistance)

Project Independence

1-800-997-2222

(customer service for independence card)

Supplemental Security Income

Social Security

1-800-772-1213, TTY: 1-800-325-0778

(provides additional income for elderly, disabled, blind who meet requirements)

FINANCIAL COUNSELING

Cooperative Extension

301-590-9638, Fax: 301-590-2828, www.agnr.umd.edu/users/montcty/mont1.htm

FOOD (see also MEALS ON WHEELS, HELP/FISH)

Emergency Food

Bethesda Cares Lunch Program

301-907-9244, Fax: 301-652-1781, www.Bethesdacares.com

(information and outreach)

Lord's Table, Gaithersburg Community Soup Kitchen

301-330-5812

201 S. Frederick Ave. (Mon-Sat., 3:30-4:30pm. Sept-June), Saint Martins Church

Shepherd's Table Soup Kitchen

301-585-6463 or 301-585-4718

835 Bonifant St. (Daily 6-7:30pm)

Food Stamps (available through Mont. Co. Health and Human Services; call for information)

Germantown

240-777-3420

Rockville

301-468-4303

Silver Spring

240-777-3100

Preparation and Nutrition

Cooperative Extension

301-590-9638, Fax: 301-590-2828,

(nutrition and homemaking classes for low-income mothers)

Women and Children

WIC Program, Health and Human Services

301-762-9426

(nutritional information; supplemental food for infants children and lactating mothers)

FUEL ASSISTANCE PROGRAM

240-777-4450

(financial assistance to qualified residents in paying utility and fuel bills)

HEAD START

Montgomery County Public Schools

301-230-0676

HEALTH CARE

Clinics

Colesville Health Center

989-1900

(child health care, immunizations, maternity and family planning available at area health centers for qualified residents)

[Dennis Avenue Health Center](#)

240-777-1790, TTY: 240-777-1587

Germantown Health Center

240-777-3380, Fax: 240-777-3250

Mid-County Health Center (Wheaton)

240-777-3120

Piccard Health Center (Rockville)

240-777-3987, TTY: 240-777-1885, Fax: 240-777-1650

Silver Spring Health Center

240-777-3160, Fax: 240-777-3054

Community Clinics

Care for Kids ([Health and Human Services](#))

240-777-1600, TTY: 240-777-8002, Fax: 240-777-3261

(pediatric care and income eligibility)

Service Eligibility Units, Upcounty

240-777-3591

Service Eligibility Units, Mid-County, Piccard Drive

240-777-3120

Service Eligibility Units, Downcounty

240-777-3066

Foreign Travel Immunization, Information Recording

240-777-1755, TTY: 240-777-1598

Mobile MED

301-493-2400

(family medicine, routine care and psychotherapy)

Rockville Community Clinic

340-9666

(routine care for adults)

Silver Spring Community Clinic

585-1250

(pediatric sick care and income eligibility)

Health Comments and Tips (Recording)

240-777-1755

Immunization Information (Recording)**[Health and Human Services](#)**

240-777-1520

Physician Referral**PARS Medical Society**

301-921-4300

(referrals by specialty, location and foreign language)

Adventist Health Clinic Physician Reference

301-681-6800

(for Washington Adventist and Shady Grove)

HEARING EXAMINER

240-777-6660

HEART DISEASE**The Heart Line (Chest Pain Center)**

301-891-7600

HELP/FISH ORGANIZATIONS (a community-based volunteer group offering emergency food transportation and sometimes clothing to needy persons in designated areas)

Bethesda H.E.L.P.

301-294-4888

Damascus H.E.L.P.

301-253-4100

Gaithersburg H.E.L.P.

301-216-2510

Germantown H.E.L.P.

301-482-1320

Olney H.E.L.P.

301-774-4334

Rockville F.I.S.H.

301-564-0800

Silver Spring H.E.L.P.

301-585-4357

Wheaton H.E.L.P.

301-585-4357

WUMCO (Western Upper Mont. Co.) H.E.L.P.

301-972-8481

HOME CARE**Adventist Home Health Services Inc.**

301-681-9760

Assessment Center HHS Aging & Disability Services--Information & Assessments

240-777-3000

(assessment planning for adults in need of care to remain in own home or to return home from institutions)

Homeless Programs

301-565-7460

Homemaker Health Aide Service

202-638-2383, Fax: 202-638-3169

MGH Home Health Program

301-570-7400

Parent/Child Services

468-4350

(home care)

Retired Senior Volunteer Program (RSVP)

240-777-2610

HOSPITALS**Holy Cross**

301-754-7000

Montgomery General

301-774-8882

National Naval Medical Center

301-295-5385

(Bethesda Naval Hospital), 8901 Wisconsin Ave., Bethesda, MD

[Shady Grove Adventist Hospital](#)

301-279-6000

9901 Medical Center Dr., Rockville, MD

Suburban Hospital

301-896-3100

Walter Reed Army Medical Center

202-782-3501

[Washington Adventist Hospital](#)

301-891-7600

HOTLINES**Montgomery County Hotline**

301-738-2255

(24-hour anonymous listening service)

Shelter-Line

301-424-9190

HOUSING**Complaints****Apartment Repairs**

240-777-3725, TTY: 240-777-3679, FAX: 240-777-3691

Commission on Landlord-Tenant Affairs

240-777-3636

Common Ownership Communities

240-777-3766, FAX: 240-777-3768

(dispute resolution services for homeowner associations, condominiums and cooperatives)

Consumer Affairs

240-777-3636, FAX: 240-777-3768

(new home sales & warranty complaints)

Guidelines for Increasing Rent

240-777-3609, TTY: 240-777-3679, FAX: 240-777-3691

Housing Code Enforcement

240-777-3785, TTY: 240-777-3679, FAX: 240-777-3691

(detached houses and townhouses)

Human Relations

240-777-8450, TTY: 240-777-8480, FAX: 240-777-8460

Landlord-Tenant Problems

240-777-3609, FAX: 240-777-3768

(violations of lease agreement; property damage claims; violations of security deposit and eviction counseling; apartment complaints)

Landlord-Tenant Problems, City of Gaithersburg

301-258-6340

Landlord-Tenant Problems, City of Rockville

301-309-3242

Financial**Moderately Priced Dwelling Unit Program**

240-777-3600

(affordable homes; eligibility requirements)

Rehabilitation & Homeowners Construction Loan Fund

240-777-3600, TTY: 240-777-3679, FAX: 240-777-3709

(low interest loans for rehabilitation of deteriorating homes; eligibility requirements)

Information**Accessory Apartments**

240-777-3600, TTY: 240-777-3679, FAX: 240-777-3709

(information and inspection)

Housing Information Office, HOC

301-929-2390, TTY: 301-949-3222

MPDU Hotline

240-777-3600, TTY: 240-777-3679, FAX: 240-777-3709

Low and Moderate Income Housing

Housing Authority, Rockville

301-424-6265

Housing Opportunities Commission

301-929-6700, TTY: 301-949-3222, FAX: 301-929-6755
(24-hour services)

Rental Assistance**Health and Human Services--Rental Assistance**

240-777-4400, TTY: 240-777-4410, FAX: 240-777-4099
(eligibility requirements)

LEARNING DISABILITIES**Learning Disabilities Association**

301-933-1076, www.ldamc.org
(local association)

LEAP

202-574-0414
(pre-vocational training and counseling)

LEGAL**Lawyer Referral**

301-279-9100

Legal Aid for Seniors

301-942-3633

Legal Aid

301-942-8100

Pro BonoClinic

301-424-7651

Public Defender

301-279-1660, FAX: 301-279-1358

MEDICAID/MEDICAL ASSISTANCE (financial assistance for low-income families)**Germantown**

240-777-3420

Rockville

468-4303

Silver Spring

240-777-3100

MEDICAL EQUIPMENT & SUPPLIES**American Cancer Society**

301-933-9350

Lions Club Eye Bank & Research Foundation

202-393-2265

(used eyeglass frames; wheelchairs, hospital beds on loan)

MEDICARE**Social Security**

1-800-772-1213

MENTAL HEALTH**Addiction and Mental Health Center**

217-3340

(adult outpatient mental health services) Upcounty Germantown

Mid-County Rockville

301-838-4100

Colesville

989-1910

Downcounty Silver Spring

240-777-3200

Wheaton, Adult Mental Health

301-656-5220

Montgomery General Hospital

301-774-8888

(crisis intervention day treatment program)

Single Point of Entry/Intake Services

240-777-1345

Child Outpatient Mental Health Services

240-777-1773

(12 years and younger)

Community Support Services Program

240-777-1400

Homeless Outreach Mental Health Services Team

301-424-0656

Multicultural Mental Health Project

240-777-1323

24-hour Crisis Intervention Services**Abused Persons Crisis Services Hotline**

654-1881

Children and Adolescent Programs

240-777-1470

Crisis Walk-in Center

656-9161

Edgemeade (State of Maryland)

301-888-1330

Hotline Mental Health Association

301-738-2255

(recording, 424-0656)

Mobile Crisis Team

652-8849

(4 p.m.-- Midnight)

Sexual Assault Victims Crisis Services

656-9420

(hotline)

Education Self-Help Groups**Alliance for the Mentally Ill**

301-949-5852

Mental Health Association

301-424-0656

On Our Own (socialization)

301-251-3734

Recovery Inc.

301-431-1818

Well Mind Association

301-774-6617

MENTAL RETARDATION

Family & Community Resources, ARC/MC
301-984-5792

Rock Creek Foundation
301-589-2301

Southern MD Regional Office, Devlp. Disabilities Admin.
317-0325
(short-term and residential care)

Teens/Therapeutics Recreation
240-777-6960

MULTIPLE SCLEROSIS SOCIETY

202-296-5363
(group counseling, equipment loans)

MUSCULAR DYSTROPHY ASSOCIATION (clinic, orthopedic appliance, summer camp)

Washington, D.C.
202-466-7450

Virginia
703-922-2880 or 703-922-4336

NATURALIZATION

1-800-375-5283

PHARMACY ASSISTANCE (see also FINANCIAL ASSISTANCE)

1-800-492-1974
(financial assistance for prescriptions; eligibility requirements)

POISON INFORMATION CENTER

State of Maryland
1-800-492-2414

POLICE**City of Gaithersburg**

301-258-6400

City of Rockville

301-309-3100

City of Takoma Park

301-270-1100

Maryland State Police

301-424-2101

Montgomery County Police**Abandoned Property Dept.**

301-840-2454

Bethesda

301-652-9200

Chief of Police

240-773-5000

Crime Analysis

240-773-5125

Germantown

301-840-2650

Media Section

240-773-5030

Non-Emergency

301-279-8000

Pawn Unit

240-773-5065

Rockville

301-279-1591

Silver Spring

301-565-7740

Wheaton-Glenmont

240-773-5500

Park Police, M-NCPPC

301-949-8010

PREGNANCY (see also FAMILY PLANNING)

**Clinics Maternity & Family Planning Clinics, Health and Human Services
(pregnancy testing also available at these locations)**

Colesville (maternity and family planning)
989-1900

Germantown (maternity and family planning)
240-777-3380

Piccard (maternity and family planning)
240-777-3987

Silver Spring (maternity and family planning)
240-777-3160

Wheaton (family planning)
240-777-1600

Counseling

Catholic Charities
301-942-1856
(counseling for unmarried parents)

Planned Parenthood, Silver Spring
301-608-3448

Planned Parenthood, Gaithersburg
301-208-1300

Project Independence (jobs program)
468-4158

Testing

Birthright (free pregnancy testing)
301-946-3339

Planned Parenthood, Gaithersburg
301-208-1300

Planned Parenthood, Silver Spring
301-608-3448

Physician Referral
301-963-3100

PRESS SECRETARY (Office of Public Information)

240-777-6530

PUBLIC DEFENDER

301-279-1660

PUBLIC SCHOOLS, MONTGOMERY COUNTY (MCPS)**Adult Education**

301-929-2025

(leisure-time courses, workshops, film lecture series and tours)

Division of Planning, MCPS

301-279-3331

International Student Admissions Office, MCPS

301-230-0686

(evaluates foreign students' credentials)

Information Office, MCPS

301-279-3391

RAPE**Sexual Assault, Community Crisis Center**

656-9420

(counseling; companion service to victim through police medical and legal processes;
24-hour crisis service)

SOCIAL SERVICES**Eligibility Information****Germantown**

240-777-3420

Rockville

468-4303

Silver Spring

240-777-3160

Emergency Services**Crisis Hotline (Info)**

424-0656

Emergency Services (Food, Financial)**Germantown**

240-777-4448

Rockville

468-4353

Silver Spring

240-777-3100

SUICIDE HOTLINE**Suicide Hotline**

301-738-2255

UNITED WAY MONT. CO.

301-330-1414

UTILITIES (see also FUEL ASSISTANCE)**Electricity****Baltimore Gas & Electric Co.**

1-800-685-0123

(small northwestern area of Montgomery County)

Potomac Edison Co.

1-800-654-3317

(extreme northwestern area of Montgomery County)

Potomac Electric Power Co. (PEPCO)

202-833-7500

(most of Montgomery County)

Telephone**Bell-Atlantic**

301-954-6260

(new phone, residential)

Telephone Repairs (residences)

611 (local call)

Water and Sewer**City of Rockville**

301-309-3093

Washington Suburban Sanitary Commission (WSSC)

301-206-8000

24-hour Maintenance Services

301-206-4002

Billing

301-206-4001

Gas**Gas Leaks Only**

703-750-1400

Washington Natural Gas

1-800-752-7520

Virginia

703-750-2500

VETERANS**Benefits Information**

202-418-4343

Counseling**American Red Cross**

301-588-2515

Disabled American Veterans

202-554-3501

(assists in VA and Social Security Claims)

Paralyzed Veterans

202-872-1300

(assists veterans applying for VA benefits)

Veterans Center

301-589-1073

Education Benefits

Montgomery College

301-279-5000

University College

301-985-7260

University of Maryland

301-314-8239

Employment

Veterans Section, Dept. of Economic & Employment Development, State of Maryland

301-929-4378

Medical Care

Veterans Administration Hospital

50 Irving St., N.W.
Washington, D.C. 20422
202-745-8000

VICTIM SERVICES (see also CRISIS INTERVENTION)

Abused Persons Program

986-5885

Sexual Assault Service

240-777-1355

Victim Advocate Program

240-777-1355

VOLUNTEER OPPORTUNITIES

Fire Department Volunteers

240-777-2461

Mont. Co. Volunteer and Community Service Center

240-777-2600
(recruits and screens volunteers for placement in public & private agencies)

RSVP

240-777-2610
(volunteer program for seniors)

WOMEN'S SERVICES

Career Counseling & Employment

Counseling & Career Center, Comm. for Women

301-279-1800

(career counseling, workshops and seminars)

Harrison Center for Career

(202) 628-5672

(education, YMCA; vocational training for displaced women)

Counseling**Commission for Women, Montgomery County**

301-279-8301 and TTY 301-279-1034

(works to remove inequalities and discrimination based on sex)

Counseling & Career Center, Comm. For Women

301-279-1800

(counseling groups, seminars and workshops)

YOUTH SERVICES**Employment Services, Counseling Services****Bethesda Youth Services**

301-652-2820

City of Rockville

301-309-3390

Community Year

301-424-0656 (ext. 147)

Conservation Corps (jobs for youth)

301-929-5554

Guide, Gaithersburg Youth Services Bureau

301-590-9864

Guide, Olney Youth Services Bureau

301-774-3581

Kensington-Wheaton

301-933-2818

Montgomery County Conservation Corps

301-929-5554

Montgomery County Youth Works

301-294-4842

Silver Spring YMCA

301-593-1160

Law Enforcement - Youth
Juvenile Court, District Court 301-279-1447
Juvenile Services 301-279-1580
Youth Division, Mont. Co. Police Dept. 240-773-5400 (child abuse, sexual abuse and runaways)
Runaway Youth & Youth Out of Parental Control
Operation Runaway 301-251-4545 (free assessment for runaways)

Montgomery County Department of Health and Human Services

Directory of Services

The Montgomery County Department of Health and Human Services provides more than 60 programs and services available to our residents. Services are organized in "service areas." These service areas work together seamlessly to deliver efficient and effective to those seeking services.

- [Accountability and Customer Services](#)
- [Adult Mental Health and Substance Abuse Services](#)
- [Aging and Disability Services](#)
- [Children, Youth and Family Services](#)
- [Crisis, Income and Victim Services](#)
- [Director's Office and Management Services](#)
- [Early Childhood Services](#)
- [Public Health Services](#)

Montgomery County
Department of Health and Human Services
401 Hungerford Drive
Rockville, Maryland 20850
Phone: 240-777-1245
TTY: 240-777-1245
Fax: 240-777-1494
E-mail: hhsmail@co.mo.md.us

Children, Youth and Family Services

Promotes opportunities for children to grow up healthy, secure and prepared to meet their adult responsibilities.

- [Child and Adolescent Services](#)
- [Conservation Corps](#)
- [Child Care Services](#)
- [School Health Services](#)
- [Child Welfare Services](#)

[Foster Care Recruitment Meetings](#)

CHILD AND ADOLESCENT SERVICES

Infants and Toddlers Program 240-777-3997

Assists families with children between birth and three years old in their efforts to address special needs and maximize their children's developmental potential. Services are provided at three regional sites. Call 240-777-3997 for intake and referral information.

Linkages to Learning 240-777-1792

Provides community services for children and families at selected schools. This model is

designed to enable children and adolescents to reach their optimal physical and mental health, achieve academic success and become socially secure in the community.

Mental Health and Addiction Services

Intake Office 240-777-1430 (Voice), 240-777-1398 (TTY)

Child and Adolescent Outpatient Mental Health Services

8818 Georgia Ave., Silver Spring 240-777-1450

Provides family-focused outpatient services to children and adolescents with mental health, addiction or behavioral problems who have Medicaid or no health insurance.

- **Children and Adolescent Forensic Evaluation Services (CAFES)** 240-777-3400
Conducts comprehensive, family based evaluations of youth and family members who are involved with the Montgomery County Juvenile Court.
- **Community Alternative to Hospitalization** 240-777-1430
Provides case management services for children and adolescents at risk of psychiatric hospitalization--includes forensic services, special evaluations, group home review, alternative to hospital services and other case management services.
- **Juvenile Justice Services** 240-777-1106
Provides coordination and support services for all juvenile justice activities within the Department of Health and Human Services.
- **Substance Abuse Screening** 240-777-1430
Screening and assessment for children and adolescents in need of addiction and mental health services.
- **The Other Way Day Treatment Program** 240-777-1475
Provides intensive treatment and educational services for teens who are experiencing substance abuse and mental health problems.
- **Therapeutic Recreation Program** 240-777-1430
Provides therapeutic support services for children and adolescents.

CHILD CARE SERVICES

- **Montgomery County Child Care Resource and Referral Center**
332 W. Edmonston Drive, Rockville 301-279-1260
Provides information to the general public and other agencies about child care activities and resources in Montgomery County, including child care programs in public spaces, such as schools. Information and consultation for child care providers and potential providers is available.

LOCATE: Child Care

332 W. Edmonston Drive, Rockville 301-279-1773

Provides resource and referral information to parents searching for child care in Montgomery County.

- **Child Care Commission** 301-279-1260
The Child Care Commission is an advisory board composed of County residents who advise the County Executive and County Council on developing programs, policies and services which support quality, affordable and accessible child care.

CHILD WELFARE SERVICES 240-777-3500

To report child abuse and neglect, call the 24-Hour Report Line at 240-777-4417

- **Adoption**--prepares children who are under guardianship of the department for permanent placement with adoptive families.
- **Community Education**--provides outreach to educate community groups on child welfare issues.
- **Family Preservation**, includes **Families Now** and **Systems Reform Initiative**--provides home-based services to families with children at risk of out of home placement.
- **Foster Care**--provides case management and plans permanent living situations for children who have been placed in foster care.
- **Protective Services**--investigates reports of child abuse and neglect to ensure the safety of children and provides services to help families stay together.

CONSERVATION CORPS 301-929-5554

Seeks to improve the employability and citizenship of out of school and unemployed youth ages 17 through 24 years old. This one-year program provides members with on-the-job and classroom skills training in conservation, landscaping and carpentry.



SCHOOL HEALTH SERVICES 240-777-1550

School Health Services works collaboratively with other agencies to maintain, promote and improve the health of children and families:

- Provides prevention, detection, and correction of health and developmental problems to public school students in Montgomery County and provides consultation to private schools.
- Helps families to access health care.
- Manages the care of ill and injured students.
- Monitors immunization compliance and maintains student health records.
- Administers medications and treatments.
- Provides health assessments, crisis intervention, health counseling, health education/promotion, case-management and referral services.
- Provides immunizations and TB testing of all newly enrolling MCPS international students.
- Provides screenings to detect hearing and vision problems for MCPS and private schools.
- Provides screenings to detect scoliosis.
- Participates in early intervention and prevention initiatives, such as TB Prevention, the Asthma Initiative, Substance Abuse Prevention, Teen Pregnancy Prevention and Child-Care Health Consultation.
- Provides the health care component for Head Start programs and Linkages to Learning, including the School-Based Health Centers.

Montgomery County
Department of Health and Human Services
401 Hungerford Drive
Rockville, Maryland 20850
Phone: 240-777-1245
TTY: 240-777-1245
Fax: 240-777-1494
E-mail: hhsmail@co.mo.md.us

Crisis, Income and Victim Services

- [Child Care Subsidy Programs](#)
- [Crisis Center](#)
- [Crisis Services](#)
- [Prevention and Crisis Intervention](#)
- [Supportive Housing Services](#)
- [Income Supports](#)
- [Victim Services](#)
- [Community Action](#)
- [Progress Place](#)
- [RAP / OHEP Programs](#)

Crisis, Income and Victim Services provides services to county residents who are experiencing a situational, emotional, or mental health crisis. Operates a 24-hour crisis center to respond to residents' immediate needs and to provide information on available resources. Provides assessment and financial assistance to preserve existing housing and to increase self-sufficiency, and determines eligibility for state and federally-funded financial assistance programs. Provides crisis and ongoing counseling for victims of general crime, partner abuse and sexual assault and a continuum of services to homeless families and adults including emergency shelter, transitional and supported housing.

CHILD CARE SUBSIDY PROGRAMS

7300 Calhoun Place, Suite 700, Rockville, MD 20855
240-777-1155

The County's Working Parents Assistance Program and the State's Purchase of Care Program provide vouchers to eligible families for the purchase of child care.

CRISIS SERVICES

- **24 Hour Crisis Center**
1301 Piccard Drive, First Floor, Rockville

Provides 24-hour telephone or walk-in crisis counseling, brief crisis stabilization, and help in obtaining services for individuals and families in a situational or mental health crisis, for adult abused persons and for sexual assault victims. A mobile crisis team provides immediate assistance with psychiatric emergencies in the home or community from 4:00 p.m. to midnight. Psychiatric hospital admissions and alternative programs are coordinated and managed by the Crisis Center. All Montgomery County residents who are in crisis are eligible. There is no charge for crisis service.

- 24 Hour Crisis Line - 240-777-4000/TTY 250-777-4815
 - Sexual Assault Crisis Line - 240-777-4357
 - Abused Persons Crisis Line - 240-777-4673
 - Mobile Crisis Team - 240-777-4000
 - Mental Health Association Hot Line - 240-738-2255
- **Critical Incidents and Disasters**--coordinates the emergency mental health component for victims, their families, and the community during countywide declared disasters.

PREVENTION AND CRISIS INTERVENTION

Provides emergency financial assistance and/or shelter to families and adults who are homeless, at risk of loss of housing, victims of individual or community disasters, or persons stranded away from home.

Germantown: 240-777-4448, Rockville: 240-777-4550, Silver Spring: 240-777-3075

- **Adult Homeless Initiative**--provides assessment and case management services to homeless single adults in the emergency shelter system.
- **Shelter Services**--provides emergency shelter services.
- **Homeless Services**--performs long-range planning on homeless issues and coordinates the delivery of emergency and transitional shelter services for homeless adults.

SUPPORTIVE HOUSING SERVICES

- **Transitional Services** 240-777-4500
transitional housing and case management services are provided to families who are homeless at the time of referral and demonstrate a potential for economic self-sufficiency and improved family functioning within two years.
- **Family Self-Sufficiency** 240-777-4500
subsidized housing and case management services are provided to homeless families who demonstrate motivation to become economically self-sufficient within five to seven years.
- **Maryland Energy Assistance Program** 240-777-4450
provides financial assistance for low-income households to help pay home heating costs during the winter months.
- **Rental Assistance Program** 240-777-4400
financial assistance is provided for rental costs to the elderly, disabled and families who qualify.

INCOME SUPPORTS

Provides benefits to eligible residents in the form of Temporary Cash Assistance (TCA), Food Stamps, Medical Assistance and Transitional Emergency Medical and Housing Assistance (TEMHA).

Germantown: 240-777-3420, Rockville: 240-777-4600, Silver Spring: 240-777-3100

- **Temporary Cash Assistance (TCA)**--a federal/state program for eligible children and their parents or other caretaker. TCA provides limited cash assistance. Parents are required to be working toward employment and self-sufficiency in order to receive benefits.
- **Food Stamp Program**--provides benefits monthly to eligible households to buy food.
- **Medical Assistance Program**--provides health benefits for low-income people.
- **Transitional Emergency Medical and Housing Assistance Program (TEMHA)**--a state program to help Maryland residents who are totally disabled and cannot work. See also [**Aging and Disability Services.**](#)

VICTIM SERVICES

Establishes and maintains a comprehensive network of specialized services for crime victims and their families through the Abused Persons Program and the Victim Assistance and Sexual Assault Program. Working closely with all related agencies and community partners, the service strives to ensure that victims receive a sensitive, competent and coordinated response.

- **The Abused Persons Program (APP)**

Administration: 240-777-4210

Information: 240-777-4210

Intake: 240-777-4195

TTY: 240-777-4850

Crisis Line and Walk-In Service--provided through the Crisis Center: 301-315-4673.

Emergency Family Shelter Services--provides shelter to victims of abuse and their dependent children.

Transitional Housing Services--provides apartment units for victims of abuse and their dependent children.

Counseling for Victims--provides assessment, counseling, education and support.

Counseling for the Abusers--provides assessment, counseling, education and support.

Victim Assistance--provides victims support and advocacy through the criminal justice system, including accompaniment during legal procedures.

Educational Programs--Provides educational programs to professional and community groups.

- **Victim Assistance and Sexual Assault Program (VASAP)** 240-777-1355

Crisis Line and Walk-In Service--provided through the Crisis Center: 301-315-4357.

Outreach Counseling to Sexual Assault Victims--provides outreach counselors to victims of sexual assault at a hospital emergency room or police station.

Community Crisis Debriefing--provides crisis debriefings to communities that have been affected by serious crime incidents.

Counseling to Victims of General Crime and Sexual Assault--provides assessment, counseling, support and educational groups.

Counseling for Adults who were Molested as Children--
limited counseling is provided.

Victim Compensation--provides eligible victims compensation for financial losses resulting from crime victimization. Limited funds are available.

Victim Assistance--provides victims support and advocacy through the criminal justice system, including accompaniment during legal procedures.

Educational Programs--provides educational programs to professional and community groups.

COMMUNITY ACTION

301-565-7460

8210 Colonial Lane, Silver Spring

As the county's official anti-poverty agency, Community Action works to reduce the adverse effects of social and economic conditions on the county's low-income residents. Community Action provides:

- Community liaison and leadership development, building partnerships among community residents and public and private agencies.
- Coordination of the Head Start program with Montgomery County Public Schools.
- Employment/economic development and multicultural outreach.
- Demographics, research and special projects for the county.

PROGRESS PLACE

301-585-4471

8210 Colonial Place, Silver Spring

A multi-service center for the homeless. A unique partnership between Montgomery County and three community partners (Community Vision, Shepherd's Table and Community Clinic). Provides emergency services, counseling, recovery, and medical services to the homeless and low-income families.

ADJUDICATORY HEARING- CINA

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: ____:____:____ to ____:____:____ SESSIONS: ____

____:____:____ to ____:____:____

____:____:____ to ____:____:____

☐ 1130 Adjudicatory Hearing held.

Who appeared?

__ Respondent __ Respondent's Attorney __ Mother __ Mother's Attorney __ Father

__ Father's Attorney __ Custodian/Guardian __ Custodian/Guardian's Attorney

☐ 535 Agreement placed on the record *(only use if adjudicatory hearing started and then agreement was placed on the record)*.

☐ 1147 Court finds facts sustained.

☐ 1146 Court finds facts not sustained.

☐ 1337 Court finds facts sustained in part, not sustained in part.

☐ 1148 Court finds physical abuse.

☐ 1157 Court finds sexual abuse.

☐ 1145 Court finds abandonment.

☐ 1149 Court finds neglect.

☐ 684 Court sets _____ at ____:____ AM/PM.

☐ 1140 Case referred to the administrative judge for ruling on continuance.

☐ 1178 Court orders respondent continued in shelter care at _____.

☐ 1212 Respondent placed in shelter care with _____.

☐ 1215 Respondent returned to custodian.

☐ 1216 Respondent returned to (parental) home.

☐ 223 Court dismisses case with prejudice.

☐ 432 Court dismisses case without prejudice.

ADDITIONAL CODES OR COMMENTS:

ADJUDICATORY HEARING-DELINQUENT

CASE NUMBER: _____ NAME: _____

JUDGE: _____ DATE: _____ Clerk _____

COURTSMART: _____:_____ :_____ to _____:_____ :_____ SESSIONS: _____
_____:_____ :_____ to _____:_____ :_____

___ 1130 Adjudicatory Hearing held. ___ 1340 Adjudicatory Hearing called.
(immediate plea, trial never really started)

Who appeared? State _____ Other _____

___ Respondent ___ Respondent's Attorney ___ Mother ___ Mother's Attorney ___ Father
___ Father's Attorney ___ Custodian/Guardian ___ Custodian/Guardian's Attorney

___ 1163 Court orders juvenile warrants (writ of attachment).

___ 515 _____'s oral motion to continue trial.

___ 1140 Case referred to the administrative judge for a ruling on continuance.
(Go to Hearing sheet – to do separate hearing before J.Weinstein)

___ Respondent's oral plea (only use if adjudicatory hearing started and then plea was taken).

___ 1152 Court finds Respondent involved as to count(s) _____.

___ 1156 Court finds Respondent not involved as to count(s) _____.

___ 1177 Court orders respondent continued in detention at _____.

___ 1141 Commitment Order issued.

___ 1172 Disposition Hearing waived, written waivers filed by parties.
(means there will be no disposition hearing)

___ 1339 Disposition notice waived on record.
(means they are going to disposition immediately from adjudication)

(If Disposition Hearing is held same day as Adjudicatory Hearing please use separate Disposition Hearing – Delinquent form).

___ 684 Court sets _____ at ____:____ AM/PM. Room# _____
___ 555 Court resets _____ on _____ at ____:____ AM/PM. Room # _____
___ 19 _____'s oral motion to dismiss case.
___ 223 Court dismisses case with prejudice.
___ 432 Court dismisses case without prejudice.

Written court orders:

___ 1104 Order for Adjudication
___ 1122 Order Controlling Conduct (Temporary Disposition)
___ 1110 Order Commitment

Exhibits:___ 483 Exhibits admitted and filed

ADOPTION HEARING

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: ____:____:____ to ____:____:____ SESSIONS: ____

____:____:____ to ____:____:____

____:____:____ to ____:____:____

☐ 1133 Adoption Hearing Held.

Who appeared?

☐ Respondent
 ☐ Respondent's Attorney
 ☐ Mother
 ☐ Mother's Attorney
 ☐ Father

__ Father's Attorney __Custodian/Guardian __Custodian/Guardian's Attorney

☐ 1132 Adoption petition granted.

☐ 1135 Adoption judgment and decree issued.

☐ 1131 Adoption petition denied.

☐ 1223 Review hearing set for: _____ at ____:____ AM/PM.

ADDITIONAL CODES OR COMMENTS:

AGREEMENT PLACED ON THE RECORD - CINA

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: ____:____:____ to ____:____:____ SESSIONS: ____
____:____:____ to ____:____:____

☐ 535 Agreement placed on the record.

Who appeared?

__ Respondent __ Respondent's Attorney __ Mother __ Mother's Attorney __ Father
__ Father's Attorney __ Custodian/Guardian __ Custodian/Guardian's Attorney

- ☐ 1207 Respondent found CINA.
- ☐ 1211 Respondent not found CINA.

- ☐ 1147 Court finds facts sustained.
- ☐ 1146 Court finds facts not sustained.
- ☐ 1337 Court finds facts sustained in part not sustained in part.

- ☐ 1147 Court finds physical abuse.
- ☐ 1157 Court finds sexual abuse.
- ☐ 1145 Court finds abandonment.
- ☐ 1148 Court finds neglect.

- ☐ 1178 Court orders respondent continued in shelter care at _____.
- ☐ 1212 Respondent placed in shelter care with _____.
- ☐ 1215 Respondent returned to custodian.
- ☐ 1216 Respondent returned to (parental) home.

- ☐ 223 Court dismisses case with prejudice.
- ☐ 432 Court dismisses case without prejudice.

*(If Disposition Hearing is held same day as Agreement is placed on the record
please use separate Disposition Hearing – CINA form.)*

ADDITIONAL CODES OR COMMENTS:

CASE RECALLED (SAME DAY REMOVAL OF WARRANT)

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: _____:_____ :_____ to _____:_____:_____ SESSIONS: _____

_____ : _____ : _____ to _____ : _____ : _____

____:____:____ to ____:____:____

☐ 1086 Case recalled (same day removal of warrant).

Who appeared?

☐ Respondent
 ☐ Respondent's Attorney
 ☐ Mother
 ☐ Mother's Attorney
 ☐ Father

____ Father's Attorney ____Custodian/Guardian ____Custodian/Guardian's Attorney

☐ 561 Court countermands warrant.

☐ 684 Court sets _____ at ____:____ AM/PM.

☐ 1163 Court orders juvenile warrant (Writ Of Attachment).

ADDITIONAL CODES OR COMMENTS:

[illegible]

DETENTION HEARING

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: ____:____:____ to ____:____:____ SESSIONS: ____

____:____:____ to ____:____:____

____:____:____ to ____:____:____

☐ 1169 Detention Hearing held.

Who appeared?

__ Respondent __ Respondent's Attorney __ Mother __ Mother's Attorney __ Father

__ Father's Attorney __ Custodian/Guardian __ Custodian/Guardian's Attorney

Were they served? Yes No

☐ 1177 Court orders respondent continued in detention at _____.

☐ 1338 Court orders home electronic monitoring as a form of continued detention.

☐ 1141 Commitment Order issued.

☐ 1214 Respondent returned to the community.

☐ 1227 Scheduling orders distributed.

☐ 1139 Case changed to track _____.

☐ 223 Court dismisses case with prejudice.

☐ 432 Court dismisses case without prejudice.

ADDITIONAL CODES OR COMMENTS:

DISCOVERY HEARING

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: ____:____:____ to ____:____:____ SESSIONS: ____

_____ : _____ : _____ to _____ : _____ : _____

_____ : _____ : _____ to _____ : _____ : _____

☐ 1170 Discovery Hearing held.

Who appeared?

☐ Respondent
 ☐ Respondent's Attorney
 ☐ Mother
 ☐ Mother's Attorney
 ☐ Father

____ Father's Attorney ____ Custodian/Guardian ____ Custodian/Guardian's Attorney

ADDITIONAL CODES OR COMMENTS:

[illegible]

DISPOSITION HEARING - CINA

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: ____:____:____ to ____:____:____ SESSIONS: ____
____:____:____ to ____:____:____

☐ 1171 Disposition Hearing held.

Who appeared? Petitioner _____ Other _____

__ Respondent __ Respondent's Attorney __ Mother __ Mother's Attorney __ Father

__ Father's Attorney __ Custodian/Guardian __ Custodian/Guardian's Attorney

☐ 1208 Respondent found CINA.

☐ 1211 Respondent not found CINA.

☐ 1212 Respondent placed in shelter care with _____.

☐ 1215 Respondent returned to custodian.

☐ 1216 Respondent returned to (parental) home.

☐ 1178 Court orders respondent continued in shelter care at _____.

☐ 1140 Case referred to the Administrative Judge for ruling on continuance.

☐ 684 Court sets (permanency planning status conference) on _____
at ____:____ AM/PM.

☐ 1193 Permanency Planning Hearing set for: _____ at ____:____ AM/PM.

☐ 1223 Review Hearing set for: _____ at ____:____ AM/PM.

ADDITIONAL CODES OR COMMENTS:

_____	_____

DISPOSITION HEARING - DELINQUENT

CASE NUMBER: _____ NAME: _____

JUDGE: _____ DATE: _____ Clerk _____

COURTSMART: _____:_____ :_____ to _____:_____ :_____ SESSIONS: _____
_____: _____: _____ to _____:_____ :_____

___ 1171 Disposition Hearing held.

Who appeared? State _____ Other _____

___ Respondent ___ Respondent's Attorney ___ Mother ___ Mother's Attorney ___ Father

___ Father's Attorney ___ Custodian/Guardian ___ Custodian/Guardian's Attorney

___ 1163 Court orders Juvenile Warrant (Writ of Attachment).

___ 515 _____'s oral motion to continue.

___ 1140 Case referred to the Administrative Judge for ruling on continuance.
(Go to Hearing sheet for separate J.Weinstein hearing)

___ 1213 Respondent placed on probation.

___ 1220 Restitution Hearing set for: _____ at _____:_____ AM/PM.

___ 1223 Review Hearing set for: _____ at _____:_____ AM/PM.

___ 684 Court sets _____ at _____:_____ AM/PM.

___ 1214 Respondent returned to community.

___ 1177 Court orders respondent continued in detention at _____.

___ 1141 Commitment order issued.

ADDITIONAL CODES OR COMMENTS:

____ 1272 Juvenile warrant issued (placed in box/handed to sheriff)

Written Court Orders

____ 1118 Order for Probation

____ 1110 Order for Commitment

HEARING

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: _____: _____: _____ to _____: _____: _____ SESSIONS: _____
 _____: _____: _____ to _____: _____: _____

☐ 573 Hearing on _____.

Who appeared?

☐ Respondent
 ☐ Respondent's Attorney
 ☐ Mother
 ☐ Mother's Attorney
 ☐ Father

____ Father's Attorney ____ Custodian/Guardian ____ Custodian/Guardian's Attorney

ADDITIONAL CODES OR COMMENTS:

[illegible]

HEARING-NO RULING

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: _____: _____: _____ to _____: _____: _____ SESSIONS: _____

____:____:____ to ____:____:____

____: ____: ____ to ____: ____: ____

☐ 773 Hearing (No Ruling) on _____.

Who appeared?

☐ Respondent
 ☐ Respondent's Attorney
 ☐ Mother
 ☐ Mother's Attorney
 ☐ Father

____ Father's Attorney ____Custodian/Guardian ____Custodian/Guardian's Attorney

ADDITIONAL CODES OR COMMENTS:

[illegible]

[illegible]

HEARING ON REMAND

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: _____:_____:_____ to _____:_____:_____ SESSIONS: _____

_____:_____:_____ to _____:_____:_____

_____:_____:_____ to _____:_____:_____

☐ 525 Hearing on remand.

Who appeared?

___ Respondent ___ Respondent's Attorney ___ Mother ___ Mother's Attorney ___ Father

___ Father's Attorney ___ Custodian/Guardian ___ Custodian/Guardian's Attorney

ADDITIONAL CODES OR COMMENTS:

HEARING RESUMED

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: ____:____:____ to ____:____:____ SESSIONS: ____

_____ : _____ : _____ to _____ : _____ : _____

_____ : _____ : _____ to _____ : _____ : _____

☐ 686 Hearing Resumed.

Who appeared?

☐ Respondent
 ☐ Respondent's Attorney
 ☐ Mother
 ☐ Mother's Attorney
 ☐ Father

__ Father's Attorney __Custodian/Guardian __Custodian/Guardian's Attorney

ADDITIONAL CODES OR COMMENTS:

[illegible]

MOTION FOR CONTINUANCE

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: ____: ____: ____ to ____: ____: ____ SESSIONS: ____

____:____:____ to ____:____:____

____: ____: ____ to ____: ____: ____

☐ 515 Motion For Continuance.

Who appeared?

☐ Respondent
 ☐ Respondent's Attorney
 ☐ Mother
 ☐ Mother's Attorney
 ☐ Father

__ Father's Attorney __Custodian/Guardian __Custodian/Guardian's Attorney

ADDITIONAL CODES OR COMMENTS:

[illegible]

PEACE ORDER HEARING

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: ____:____:____ to ____:____:____ SESSIONS: ____

____:____:____ to ____:____:____

____:____:____ to ____:____:____

☐ 1184 Peace Order hearing.

Who appeared?

__ Respondent __ Respondent's Attorney __ Mother __ Mother's Attorney __ Father

__ Father's Attorney __ Custodian/Guardian __ Custodian/Guardian's Attorney

Were they served? Yes No

☐ 1144 Court determines all parties not served, Court directs Sheriff to serve all parties not served.

☐ 428 Summons reissued.

☐ 1163 Court orders juvenile warrant (Writ of Attachment).

☐ 1183 Peace Order granted.

☐ 1182 Peace Order denied.

ADDITIONAL CODES OR COMMENTS:

PERMANENCY PLANNING HEARING

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: _____:_____ :_____ to _____:_____:_____ SESSIONS: _____

_____:_____ :_____ to _____:_____:_____

_____:_____ :_____ to _____:_____:_____

☐ 1192 Permanency Planning Hearing held.

Who appeared?

___ Respondent ___ Respondent's Attorney ___ Mother ___ Mother's Attorney ___ Father

___ Father's Attorney ___ Custodian/Guardian ___ Custodian/Guardian's Attorney

- ☐ 1185 Permanency Plan outcome is adoption.
- ☐ 1190 Permanency Plan outcome is relative placement.
- ☐ 1191 Permanency Plan outcome is to return home. PRINT PARENTS ORDER!!
- ☐ 1188 Permanency Plan outcome is long term foster care.
- ☐ 1189 Permanency Plan outcome is emancipation.
- ☐ 1190 Permanency Plan outcome is permanent foster care.
- ☐ 1186 Permanency Plan outcome is independent living.

☐ 223 Court dismisses case with prejudice.

☐ 432 Court dismisses case without prejudice.

ADDITIONAL CODES OR COMMENTS:

_____	_____

PERMANENCY PLANNING STATUS CONFERENCE

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: _____:_____ :_____ to _____:_____:_____ SESSIONS: _____

_____ : _____ : _____ to _____ : _____ : _____

____:____:____ to ____:____:____

☐ 1293 Permanency Planning Status Conference.

Who appeared?

☐ Respondent
 ☐ Respondent's Attorney
 ☐ Mother
 ☐ Mother's Attorney
 ☐ Father

____ Father's Attorney ____Custodian/Guardian ____Custodian/Guardian's Attorney

☐ 684 Court sets _____ at ____:____ AM/PM.

☐ 1193 Permanency planning hearing set for _____ at ____:____ AM/PM.

ADDITIONAL CODES OR COMMENTS:

[illegible]

PLANNING CONFERENCE

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: ____:____:____ to ____:____:____ SESSIONS: ____

_____ : _____ : _____ to _____ : _____ : _____

_____ : _____ : _____ to _____ : _____ : _____

□ 1195 Planning Conference.

Who appeared?

☐ Respondent ☐ Respondent's Attorney ☐ Mother ☐ Mother's Attorney ☐ Father

__ Father's Attorney __Custodian/Guardian __Custodian/Guardian's Attorney

Were they served?	Yes	No
--------------------------	-----	----

☐ 1134 Adoption hearing set for _____ at ____:____ AM/PM.

ADDITIONAL CODES OR COMMENTS:

[illegible]

PRELIMINARY INQUIRY

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: ____:____:____ to ____:____:____ SESSIONS: ____

____:____:____ to ____:____:____

____:____:____ to ____:____:____

☐ 1196 Preliminary Inquiry held.

☐ 684 Court sets _____ at ____:____ AM/PM.

Who appeared?

__ Respondent __ Respondent's Attorney __ Mother __ Mother's Attorney __ Father

__ Father's Attorney __ Custodian/Guardian __ Custodian/Guardian's Attorney

Were they served? Yes No

☐ 1227 Scheduling orders distributed.

☐ 1138 Amended scheduling orders distributed.

☐ 1144 Court determines all parties were not served. Court directs sheriff to serve all parties not served.

☐ 428 Summons reissued.

ADDITIONAL CODES OR COMMENTS:

PRETRIAL/SETTLEMENT CONFERENCE & PRETRIAL/SETTLEMENT/SCHEDULING CONFERENCE

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: _____:_____ :_____ to _____:_____ :_____ SESSIONS: _____

_____:_____ :_____ to _____:_____ :_____

_____:_____ :_____ to _____:_____ :_____

- ☐ 1197 Pretrial/Settlement Conference.
☐ 1199 Pretrial/Settlement/Scheduling Conference. (COMPLEX)

Who appeared?

___ Respondent ___ Respondent's Attorney ___ Mother ___ Mother's Attorney ___ Father

___ Father's Attorney ___ Custodian/Guardian ___ Custodian/Guardian's Attorney

- ☐ 1163 Court orders juvenile warrant (Writ of Attachment)
- ☐ 1177 Court orders respondent continued in detention at _____.
- ☐ 1178 Court orders respondent continued in shelter care at _____.
- ☐ 1141 Commitment order issued.
- ☐ 1214 Respondent returned to community.
- ☐ 1213 Respondent placed on probation.
- ☐ 1215 Respondent returned to custodian.
- ☐ 1216 Respondent returned to (parental) home.
- ☐ 1139 Case changed to track _____.
- ☐ 223 Court dismisses case with prejudice.
- ☐ 432 Court dismisses case without prejudice.
- ☐ 1129 Adjudicatory hearing date confirmed.
- ☐ 1218 Respondent's oral plea (*use respondent's oral plea courtroom code sheet*).
- ☐ 535 Agreement placed on the record (*use respondent's agreement placed on the record sheet*).
- ☐ 1140 Case referred to Administrative Judge for continuance.
- ☐ 1138 Amended Scheduling Order distributed.

[illegible]

PRETRIAL/SETTLEMENT/PLANNING CONFERENCE
CINA

CASE NUMBER: _____

JUDGE: _____ DATE: _____ Clerk _____

COURTSMART: _____:_____:_____ to _____:_____:_____ SESSIONS: _____
 _____:_____:_____ to _____:_____:_____

☐ 1198 Pretrial/Settlement/Planning Conference.

Who appeared? Petitioner_____Other_____

☐ Respondent ☐ Respondent's Attorney ☐ Mother ☐ Mother's Attorney ☐ Father
☐ Father's Attorney ☐ Custodian/Guardian ☐ Custodian/Guardian's Attorney

☐ 1231 Trial Date of _____ at ____:____ AM/PM confirmed.

☐ 535 Agreement placed on the record.

☐ 1174 Guardianship Judgment/Decree entered.

ADDITIONAL CODES OR COMMENTS:

[illegible]

REASONABLE EFFORTS WAIVER HEARING

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: _____:_____ :_____ to _____:_____:_____ SESSIONS: _____

____:____:____ to ____:____:____

_____ : _____ : _____ to _____ : _____ : _____

☐ 1202 Reasonable Efforts Waiver hearing.

Who appeared?

☐ Respondent
 ☐ Respondent's Attorney
 ☐ Mother
 ☐ Mother's Attorney
 ☐ Father

____ Father's Attorney ____Custodian/Guardian ____Custodian/Guardian's Attorney

Were they served?	Yes	No
1. Did you or anyone else see the person(s) who were shot?		
2. How many people saw the person(s) who were shot?		
3. What time did you see the person(s) who were shot?		
4. Where was the person(s) who were shot?		
5. How far away from the person(s) who were shot were you?		
6. How close were you to the person(s) who were shot?		
7. How long did it take you to get to the person(s) who were shot?		
8. How long did it take you to get back to your car?		
9. How long did it take you to get to the police station?		
10. How long did it take you to get back to your car?		
11. How long did it take you to get to the hospital?		
12. How long did it take you to get back to your car?		
13. How long did it take you to get to the police station?		
14. How long did it take you to get back to your car?		
15. How long did it take you to get to the hospital?		
16. How long did it take you to get back to your car?		
17. How long did it take you to get to the police station?		
18. How long did it take you to get back to your car?		
19. How long did it take you to get to the hospital?		
20. How long did it take you to get back to your car?		

☐ 1201 Reasonable efforts granted.

☐ 1200 Reasonable efforts denied.

☐ 1193 Permanency planning hearing set for _____ at ____:____ AM/PM.

☐ 1223 Review hearing set for _____ at ____:____ AM/PM.

ADDITIONAL CODES OR COMMENTS:

RESPONDENT'S ORAL PLEA

CASE NUMBER: _____ NAME: _____

JUDGE: _____ DATE: _____ Clerk _____

COURTSMART: _____:_____ :_____ to _____:_____ :_____ SESSIONS: _____
_____:_____ :_____ to _____:_____ :_____

__ 1218 Respondent's Oral Plea as to Counts # _____

Who appeared? State _____ Other _____

__ Respondent __ Respondent's Attorney __ Mother __ Mother's Attorney __ Father

__ Father's Attorney __ Custodian/Guardian __ Custodian/Guardian's Attorney

__ 1152 Court finds respondent involved as to count(s) _____.

__ 1156 Court finds respondent not involved as to count(s) _____.

__ 1172 Disposition Hearing waived, written waivers filed by parties.
(means there will be NO disposition)

__ 1339 Disposition Notice Waived. (means straight to disp. From Plea
go to Disposition Hearing sheet)

__ 1177 Court orders respondent continued in detention at _____.

__ 1214 Respondent returned to the community.

__ 684 Court sets _____ at _____:_____ AM/PM.in Rm _____

(If Disposition Hearing is held same day as plea please use separate Disposition Hearing – Delinquent form.)

ADDITIONAL CODES OR COMMENTS:

(Remember to Amend charges if necessary)

RESTITUTION HEARING

CASE NUMBER: NAME:_____

JUDGE: _____ DATE: _____

COURTSMART: ____:____:____ to ____:____:____ SESSIONS: ____

_____ : _____ : _____ to _____ : _____ : _____

_____ : _____ : _____ to _____ : _____ : _____

☐ 1219 Restitution hearing.

Who appeared?

☐ Respondent
 ☐ Respondent's Attorney
 ☐ Mother
 ☐ Mother's Attorney
 ☐ Father

__ Father's Attorney __Custodian/Guardian __Custodian/Guardian's Attorney

☐ 1163 Court orders Juvenile Warrant (Writ of Attachment).

☐ 1209 Respondent found liable for restitution.

☐ 1181 Court finds parents and respondent liable for restitution.

☐ 1221 Restitution judgment entered in the amount of \$_____.
Payable to: _____

ADDITIONAL CODES OR COMMENTS:

[illegible]

REVIEW HEARING

CASE NUMBER: _____

JUDGE: _____ DATE: _____ CLERK: _____

COURTSMART: ____: ____: ____ to ____: ____: ____ SESSIONS: ____

____: ____: ____ to ____: ____: ____

____: ____: ____ to ____: ____: ____

☐ 1222 Review hearing.

☐ 1176 Mandated review hearing.

Who appeared?

__ Respondent __ Respondent's Attorney __ Mother __ Mother's Attorney __ Father

__ Father's Attorney __ Custodian/Guardian __ Custodian/Guardian's Attorney

☐ 1163 Court orders juvenile warrant (Writ of Attachment)

☐ 555 Court resets hearing to _____ at ____: ____ AM/PM.

☐ 1223 Review Hearing set for _____ at ____: ____ AM/PM.

ADDITIONAL CODES OR COMMENTS:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SCHEDULING CONFERENCE

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: ____: ____: ____ to ____: ____: ____ SESSIONS: ____

____: ____: ____ to ____: ____: ____

____:____:____ to ____:____:____

□ 740 Scheduling conference.

Who appeared?

☐ Respondent
 ☐ Respondent's Attorney
 ☐ Mother
 ☐ Mother's Attorney
 ☐ Father

__ Father's Attorney __Custodian/Guardian __Custodian/Guardian's Attorney

Were they served?	Yes	No
1. Did you or anyone else see the person(s) who were shot?		
2. How many people saw the person(s) who were shot?		
3. What time did you see the person(s) who were shot?		
4. Where did you see the person(s) who were shot?		
5. How far away from the person(s) who were shot were you?		
6. How close were you to the person(s) who were shot?		
7. How long did it take you to get to the scene?		
8. How long did you stay at the scene?		
9. How long did it take you to get home?		
10. How long did it take you to get to work?		
11. How long did it take you to get to school?		
12. How long did it take you to get to church?		
13. How long did it take you to get to court?		
14. How long did it take you to get to the hospital?		
15. How long did it take you to get to the police station?		
16. How long did it take you to get to the funeral home?		
17. How long did it take you to get to the cemetery?		
18. How long did it take you to get to the morgue?		
19. How long did it take you to get to the coroner's office?		
20. How long did it take you to get to the prosecutor's office?		
21. How long did it take you to get to the judge's chambers?		
22. How long did it take you to get to the jury box?		
23. How long did it take you to get to the witness stand?		
24. How long did it take you to get to the courtroom?		
25. How long did it take you to get to the trial?		
26. How long did it take you to get to the verdict?		
27. How long did it take you to get to the sentencing hearing?		
28. How long did it take you to get to the prison?		
29. How long did it take you to get to the jail?		
30. How long did it take you to get to the courthouse?		
31. How long did it take you to get to the city hall?		
32. How long did it take you to get to the county clerk's office?		
33. How long did it take you to get to the sheriff's office?		
34. How long did it take you to get to the district attorney's office?		
35. How long did it take you to get to the state capital?		
36. How long did it take you to get to the governor's mansion?		
37. How long did it take you to get to the state supreme court?		
38. How long did it take you to get to the U.S. Supreme Court?		
39. How long did it take you to get to the White House?		
40. How long did it take you to get to the Oval Office?		
41. How long did it take you to get to the West Wing?		
42. How long did it take you to get to the South Wing?		
43. How long did it take you to get to the North Wing?		
44. How long did it take you to get to the East Wing?		
45. How long did it take you to get to the West Wing Annex?		
46. How long did it take you to get to the South Wing Annex?		
47. How long did it take you to get to the North Wing Annex?		
48. How long did it take you to get to the East Wing Annex?		
49. How long did it take you to get to the West Wing Courtyard?		
50. How long did it take you to get to the South Wing Courtyard?		
51. How long did it take you to get to the North Wing Courtyard?		
52. How long did it take you to get to the East Wing Courtyard?		
53. How long did it take you to get to the West Wing Plaza?		
54. How long did it take you to get to the South Wing Plaza?		
55. How long did it take you to get to the North Wing Plaza?		
56. How long did it take you to get to the East Wing Plaza?		
57. How long did it take you to get to the West Wing Garden?		
58. How long did it take you to get to the South Wing Garden?		
59. How long did it take you to get to the North Wing Garden?		
60. How long did it take you to get to the East Wing Garden?		
61. How long did it take you to get to the West Wing Terrace?		
62. How long did it take you to get to the South Wing Terrace?		
63. How long did it take you to get to the North Wing Terrace?		
64. How long did it take you to get to the East Wing Terrace?		
65. How long did it take you to get to the West Wing Balcony?		
66. How long did it take you to get to the South Wing Balcony?		
67. How long did it take you to get to the North Wing Balcony?		
68. How long did it take you to get to the East Wing Balcony?		
69. How long did it take you to get to the West Wing Rooftop?		
70. How long did it take you to get to the South Wing Rooftop?		
71. How long did it take you to get to the North Wing Rooftop?		
72. How long did it take you to get to the East Wing Rooftop?		
73. How long did it take you to get to the West Wing Penthouse?		
74. How long did it take you to get to the South Wing Penthouse?		
75. How long did it take you to get to the North Wing Penthouse?		
76. How long did it take you to get to the East Wing Penthouse?		
77. How long did it take you to get to the West Wing Suite?		
78. How long did it take you to get to the South Wing Suite?		
79. How long did it take you to get to the North Wing Suite?		
80. How long did it take you to get to the East Wing Suite?		
81. How long did it take you to get to the West Wing Bedroom?		
82. How long did it take you to get to the South Wing Bedroom?		
83. How long did it take you to get to the North Wing Bedroom?		
84. How long did it take you to get to the East Wing Bedroom?		
85. How long did it take you to get to the West Wing Bathroom?		
86. How long did it take you to get to the South Wing Bathroom?		
87. How long did it take you to get to the North Wing Bathroom?		
88. How long did it take you to get to the East Wing Bathroom?		
89. How long did it take you to get to the West Wing Kitchen?		
90. How long did it take you to get to the South Wing Kitchen?		
91. How long did it take you to get to the North Wing Kitchen?		
92. How long did it take you to get to the East Wing Kitchen?		
93. How long did it take you to get to the West Wing Dining Room?		
94. How long did it take you to get to the South Wing Dining Room?		
95. How long did it take you to get to the North Wing Dining Room?		
96. How long did it take you to get to the East Wing Dining Room?		
97. How long did it take you to get to the West Wing Living Room?		
98. How long did it take you to get to the South Wing Living Room?		
99. How long did it take you to get to the North Wing Living Room?		
100. How long did it take you to get to the East Wing Living Room?		

□ 1226 Scheduling order issued.

☐ 223 Court dismisses case with prejudice.

☐ 432 Court dismisses case without prejudice.

ADDITIONAL CODES OR COMMENTS:

[illegible]

SERVICE STATUS HEARING

CASE NUMBER:

JUDGE: _____ DATE: _____

COURTSMART: ____:____:____ to ____:____:____ SESSIONS: ____

_____ : _____ : _____ to _____ : _____ : _____

_____ : _____ : _____ to _____ : _____ : _____

☐ 1228 Service Status Hearing.

Who appeared?

☐ Respondent
 ☐ Respondent's Attorney
 ☐ Mother
 ☐ Mother's Attorney
 ☐ Father

____ Father's Attorney ____ Custodian/Guardian ____ Custodian/Guardian's Attorney

[illegible]

☐ 684 Court sets _____ at ____:____ AM/PM.

☐ 223 Court dismisses case with prejudice.

☐ 432 Court dismisses case without prejudice.

☐ 1194 Petitioner to issue service by publication.

☐ 428 Summons reissued.

ADDITIONAL CODES OR COMMENTS:

SHOW CAUSE/CONTEMPT HEARING (PEACE ORDER)

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: ____: ____: ____ to ____: ____: ____ SESSIONS: ____

____: ____: ____ to ____: ____: ____

____: ____: ____ to ____: ____: ____

☐ 1282 Show Cause hearing.

Who appeared?

__Respondent __Respondent's Attorney __Mother __Mother's Attorney __Father

__Father's Attorney __Custodian/Guardian __Custodian/Guardian's Attorney

☐ 1297 Court finds respondent in contempt.

☐ 1298 Court finds respondent is not in contempt.

☐ 223 Court dismisses case with prejudice.

☐ 432 Court dismisses case without prejudice.

☐ 1163 Court orders juvenile warrant (Writ Of Attachment).

ADDITIONAL CODES OR COMMENTS:

TPR TRIAL

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: ____:____:____ to ____:____:____ SESSIONS: ____

____:____:____ to ____:____:____

____:____:____ to ____:____:____

☐ 531 Trial Before The Court.

Who appeared?

__ Respondent __ Respondent's Attorney __ Mother __ Mother's Attorney __ Father

__ Father's Attorney __ Custodian/Guardian __ Custodian/Guardian's Attorney

☐ 1299 Court grants TPR.

☐ 1300 Court denies TPR.

☐ 91 Court takes matter under advisement.

☐ 684 Court sets _____ at ____:____ AM/PM.

☐ 1223 Review Hearing set for _____ at ____:____ AM/PM.

☐ 223 Court dismisses case with prejudice.

☐ 432 Court dismisses case without prejudice.

ADDITIONAL CODES OR COMMENTS:

TRIAL RESUMED

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: ____: ____: ____ to ____: ____: ____ SESSIONS: ____

____:____:____ to ____:____:____

____: ____: ____ to ____: ____: ____

□ 687 Trial Resumed.

Who appeared?

☐ Respondent
 ☐ Respondent's Attorney
 ☐ Mother
 ☐ Mother's Attorney
 ☐ Father

__ Father's Attorney __Custodian/Guardian __Custodian/Guardian's Attorney

ADDITIONAL CODES OR COMMENTS:

[illegible]

VIOLATION OF PROBATION HEARING

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: _____:_____ :_____ to _____:_____ :_____ SESSIONS: _____
_____ : _____ : _____ to _____:_____ : _____
_____ : _____ : _____ to _____:_____ : _____

☐ 1051 Violation of Probation hearing.

Who appeared?

__ Respondent __ Respondent's Attorney __ Mother __ Mother's Attorney __ Father
__ Father's Attorney __ Custodian/Guardian __ Custodian/Guardian's Attorney

☐ 1163 Court orders Juvenile Warrant (Writ of Attachment).

☐ 1203 Respondent admits Violation of Probation.

☐ 1204 Respondent denies Violation of Probation.

☐ 1210 Respondent neither admits or denies Violation.

☐ 1151 Court finds Respondent In Violation of Probation.

☐ 1155 Court finds Respondent not in Violation of Probation.

☐ 1062 Court makes no findings as to Violation of Probation.

☐ 555 Court resets hearing to _____ at _____:_____ AM/PM.

☐ 684 Court sets _____ on _____ at _____:_____ AM/PM.

☐ 223 Court dismisses case with prejudice.

☐ 432 Court dismisses case without prejudice.

(If Disposition Hearing is held the same day as the VOP please use separate Disposition hearing – Delinquent form.)

ADDITIONAL CODES OR COMMENTS:

WAIVER OF SERVICE HEARING

CASE NUMBER: _____

JUDGE: _____ DATE: _____

COURTSMART: _____: _____: _____ to _____: _____: _____ SESSIONS: _____

____: ____: ____ to ____: ____: ____

____: ____: ____ to ____: ____: ____

- ☐ 1232 Waiver Of Service hearing.
 - ☐ 223 Court dismisses case with prejudice.
 - ☐ 432 Court dismisses case without prejudice.
 - ☐ 684 Court sets _____ at ____:____ AM/PM.
 - ☐ 536 Court orders _____

Who appeared?

☐ Respondent ☐ Respondent's Attorney ☐ Mother ☐ Mother's Attorney ☐ Father
☐ Father's Attorney ☐ Custodian/Guardian ☐ Custodian/Guardian's Attorney

Were they served?	Yes	No
1. Did you or anyone else see the person(s) who were shot?		
2. How many people saw the person(s) who were shot?		
3. What time did you see the person(s) who were shot?		
4. Where did you see the person(s) who were shot?		
5. How long after the shooting did you see the person(s) who were shot?		
6. How close were you to the person(s) who were shot?		
7. How long did it take you to get to the scene of the shooting?		
8. How long did it take you to get back home?		
9. How long did it take you to get to the hospital?		
10. How long did it take you to get to the police station?		
11. How long did it take you to get to the court?		
12. How long did it take you to get to the prison?		
13. How long did it take you to get to the funeral home?		
14. How long did it take you to get to the cemetery?		
15. How long did it take you to get to the morgue?		
16. How long did it take you to get to the coroner's office?		
17. How long did it take you to get to the prosecutor's office?		
18. How long did it take you to get to the judge's chambers?		
19. How long did it take you to get to the jury box?		
20. How long did it take you to get to the witness stand?		
21. How long did it take you to get to the courtroom?		
22. How long did it take you to get to the courthouse?		
23. How long did it take you to get to the city hall?		
24. How long did it take you to get to the county clerk's office?		
25. How long did it take you to get to the sheriff's office?		
26. How long did it take you to get to the district attorney's office?		
27. How long did it take you to get to the state capital building?		
28. How long did it take you to get to the governor's mansion?		
29. How long did it take you to get to the state supreme court?		
30. How long did it take you to get to the U.S. Supreme Court?		

ADDITIONAL CODES OR COMMENTS:

[illegible]

ACTIVE

DOCKET ENTRY CODES

ALPHABETIC

DESCRIPTIONS

AS OF

06/06/2002

Juvenile Department

MOTION #	ACTIVE ALPHABETIC DOCKET ENTRY DESCRIPTIONS	PAGE
	DESCRIPTION STATUS TYPE	
691	ACCOUNT PAID IN FULL & MONEY DISBURSED ACCOUNT PAID IN FULL AND MONEY DISBURSED.	1
1266	ADDENDUM TO COURT REPORT ADDENDUM TO REPORT DATED ____/____/____, FILED.	
1129	ADJUDICATORY HEARING DATE CONFIRMED ADJUDICATORY HEARING DATE CONFIRMED	
1130	ADJUDICATORY HEARING HELD ADJUDICATORY HEARING (____, J.) HELD.	ORDERS
1309	ADOPTION BY FOSTER PARENT ??????	
1307	ADOPTION DISRUPTED, RETURNED TO JURISDICTION ????	
1133	ADOPTION HEARING HELD HEARING (____, J.) ON PETITION FOR ADOPTION.	ORDERS
1134	ADOPTION HEARING SET FOR COURT (____, J.) SETS ADOPTION HEARING FOR ____/____/____ AT ____:____.M.	
1135	ADOPTION JUDGMENT/DECREE ISSUED ADOPTION JUDGMENT/DECREE ISSUED	ORDERS
444	AFFIDAVIT OF SERVICE BY MAILING - SUMMONS AFFIDAVIT OF SERVICE BY MAILING AS TO	SERVICE
1290	AFFIDAVIT OF SERVICE ON SHOW CAUSE: NON-EST AFFIDAVIT OF SERVICE ON SHOW CAUSE: NON-EST	
1267	AFFIDAVIT OF SERVICE ON SHOW CAUSE: SERVED AFFIDAVIT OF SERVICE ON SHOW CAUSE: SERVED	
876	AFFIDAVIT OF SERVICE ON SUBPEONA: NON-EST AFFIDAVIT OF SERVICE ON SUBPEONA: NON-EST	
875	AFFIDAVIT OF SERVICE ON SUBPEONA: SERVED AFFIDAVIT OF SERVICE ON SUBPEONA: SERVED AS TO	
873	AFFIDAVIT OF SERVICE ON SUMMONS: NON-EST AFFIDAVIT OF SERVICE ON SUMMONS: NON-EST	
411	AFFIDAVIT OF SERVICE ON SUMMONS: SERVED AFFIDAVIT OF SERVICE ON SUMMONS: SERVED AS TO Juvenile Department	SERVICE _____, FILED.

MOTION #	ACTIVE ALPHABETIC DOCKET ENTRY DESCRIPTIONS	PAGE	2
	DESCRIPTION	STATUS	TYPE
535	AGREEMENT PLACED ON THE RECORD AGREEMENT PLACED ON THE RECORD.		
76	AMENDED BILL OF COMPLAINT/PETITION FILED	AMENDED COMPLAINT/PETITION	COMPLAINTS
1044	AMENDED COMMITMENT TO BE ISSUED ORDER OF COURT (, J.)		ORDERS
973	AMENDED ORDER OF COURT AMENDED ORDER OF COURT		
1138	AMENDED SCHEDULING ORDERS DISTRIBUTED AMENDED SCHEDULING ORDERS DISTRIBUTED.		
374	APPLICATION FOR LEAVE TO APPEAL APPLICATION FOR LEAVE TO APPEAL FILED.		
692	ASSIGNMENT OF BOND ASSIGNMENT OF BOND, FILED.		
814	BOND MONEY RECEIVED BOND MONIES RECEIVED IN THE AMOUNT OF \$		
760	BOND REINSTATED COURT REINSTATES BOND.		
690	BOND RELEASED BOND RELEASED		
111	BOND REVOKED BOND REVOKED		
1139	CASE CHANGED TO TRACK COURT (, J.) CHANGES CASE TO TRACK .		
1086	CASE RECALLED (SAME DAY REMOVAL OF WARRANT) CASE RECALLED (, J.)		
128	CASE REFERRED TO A/O TO SET FOR HEARING CASE REFERRED TO THE ASSIGNMENT OFFICE TO BE SET FOR HEARING ON ISSUES OF		
1140	CASE REFERRED TO ADMIN JUDGE FOR CONTINUANCE COURT (J.) REFERS CASE TO ADMINISTRATIVE JUDGE FOR RULING ON MOTION FOR CONTINUANCE Juvenile Department		ORDERS

ACTIVE ALPHABETIC DOCKET ENTRY DESCRIPTIONS

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TYPE

STATUS

DESCRIPTION

MOTION #

798	CERTIFICATE OF BIRTH FILED CERTIFICATE OF BIRTH FILED.		
485	CERTIFICATE OF COMPLIANCE CERTIFICATE OF COMPLIANCE		
446	CERTIFICATE OF SERVICE _____ CERTIFICATE OF SERVICE, FILED.		LINES
541	CERTIFIED COPIES ISSUED CERTIFIED COPIES ISSUED AND HANDED/MAILED.		
855	CERTIFIED MAIL RETURN: _____ FILED CERTIFIED MAIL RETURN: _____		SERVICE
493	CLERK'S CORRECTION CLERK'S CORRECTION: DOCKET ENTRY REMOVED AND PLACED IN CORRECT FILE.		
1141	COMMITMENT ORDER ISSUED COMMITMENT ORDER ISSUED		
1019	COMPETENCY REPORT REPORT OF DR. _____ REGARDING COMPETENCY OF DEFENDANT, FILED.		
758	CONSENT ORDER CONSENT AND ORDER OF COURT (_____ J.) ENTERED. (COPIES MAILED)		
533	CONSENT ORDER SUBMITTED AND SIGNED CONSENT ORDER SUBMITTED AND SIGNED (_____, M) ON THE RECORD.		ORDERS
208	CONSENT TO ADOPTION _____ CONSENT TO ADOPTION FILED.		
1243	CONSENT TO MOTION _____ CONSENT TO _____'S MOTION FOR _____ FILED.		
1241	CONSENT TO TPR/GUARDIANSHIP _____,S CONSENT TO TPR/GUARDIANSHIP, FILED.		
1268	COPY OF CONSENT TO GUARDIANSHIP COPY OF CONSENT TO GUARDIANSHIP, FILED.		
1269	COPY OF DIVORCE DECREE COPY OF DIVORCE DECREE, FILED.		

Juvenile Department

ACTIVE ALPHABETIC DOCKET ENTRY DESCRIPTIONS

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MOTION #

DESCRIPTION

STATUS

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648	COPY OF NOTICE ISSUED FOR POSTING COPY OF NOTICE ISSUED FOR POSTING AND DELIVERED TO SHERIFF.		
649	COPY OF NOTICE ISSUED FOR PUBLICATION COPY OF NOTICE OF PUBLICATION ISSUED TO _____		
1270	COPY OF TPR AGREEMENT COPY OF TPR AGREEMENT, FILED.		
1320	COURT APPOINTS BIG BROTHER/BIG SISTER COURT (_____, J.) APPOINTS A BIG BROTHER/BIG SISTER FOR THE RESPONDENT.		ORDERS
1321	COURT APPOINTS MENTOR COURT (_____, J.) APPOINTS A MENTOR, _____ FOR THE RESPONDENT.		ORDERS
1313	COURT CHANGES FOSTER CARE DUE TO ABUSE COURT (_____, J.) CHANGES FOSTER CARE DUE TO ABUSE. RESPONDENT PLACED WITH _____		ORDERS
1142	COURT CONTINUES RESPONDENT ON WARRANT STATUS COURT (_____, J.) CONTINUES RESPONDENT ON WARRANT STATUS		ORDERS
561	COURT COUNTERMANDS WARRANT COURT (_____, J.) COUNTERMANDS WARRANT		ORDERS
1131	COURT DENIES ADOPTION COURT (_____, J.) DENIES ADOPTION PETITION.		ORDERS
1300	COURT DENIES TPR COURT (_____, J.) DENIES PETITION TO TERMINATE RIGHTS AS TO _____		ORDERS PARENTAL
1144	COURT DETERMINES ALL PARTIES WERE NOT SERVED COURT (_____, J.) DETERMINES THAT ALL PARTIES WERE NOT SERVED. COURT DIRECTS SHERIFF TO SERVE ALL PARTIES WHO WERE NOT SERVED.		ORDERS
1143	COURT DETERMINES RESPONDENT IS DECEASED COURT (_____, J.) DETERMINES THAT THE RESPONDENT IS DECEASED.		ORDERS
223	COURT DISMISSES CASE WITH PREJUDICE COURT (_____, J) DISMISSES CASE WITH PREJUDICE.		ORDERS
432	COURT DISMISSES CASE WITHOUT PREJUDICE COURT (_____, J) DISMISSES CASE WITHOUT PREJUDICE Juvenile Department		ORDERS

MOTION #	DESCRIPTION	STATUS	TYPE
1145	COURT FINDS ABANDONMENT COURT (_____, J.) FINDS ALLEGATION OF ABANDONMENT PROVEN.		ORDERS
1146	COURT FINDS FACTS ARE NOT SUSTAINED COURT (_____, J.) FINDS FACTS ARE NOT SUSTAINED.		ORDERS
1147	COURT FINDS FACTS SUSTAINED COURT (_____, J.) FINDS FACTS SUSTAINED		ORDERS
1337	COURT FINDS FACTS SUSTAINED IN PART, NOT SUS COURT (_____, J.) FINDS FACTS ARE SUSTAINED IN PART, NOT SUSTAINED IN PART.		ORDERS
1148	COURT FINDS NEGLECT COURT (_____, J.) FINDS ALLEGATIONS OF NEGLECT PROVEN.		ORDERS
1181	COURT FINDS PARENTS/RESP LIABLE FOR RESTITUT COURT (_____, J.) FINDS PARENTS AND RESPONDENT LIABLE FOR RESTITUTION.		ORDERS
1149	COURT FINDS PHYSICAL ABUSE COURT (_____, J.) FINDS ALLEGATIONS OF PHYSICAL ABUSE PROVEN		ORDERS
1150	COURT FINDS RESPONDENT DELINQUENT COURT (_____, J.) FINDS RESPONDENT DELINQUENT		ORDERS
1297	COURT FINDS RESPONDENT IN CONTEMPT COURT (_____, J.) FINDS THE RESPONDENT IN CONTEMPT.		ORDERS
1151	COURT FINDS RESPONDENT IN VIOLATION OF PROB COURT (_____, J.) FINDS RESPONDENT IN VIOLATION OF PROBATION		ORDERS
1305	COURT FINDS RESPONDENT INCOMPETENT COURT (_____, J.) FINDS RESPONDENT INCOMPETENT		ORDERS
1152	COURT FINDS RESPONDENT INVOLVED COURT (_____, J.) FINDS RESPONDENT INVOLVED AS TO		ORDERS
1154	COURT FINDS RESPONDENT NOT DELINQUENT COURT (_____, J.) FINDS RESPONDENT IS NOT DELINQUENT		ORDERS
1298	COURT FINDS RESPONDENT NOT IN CONTEMPT COURT (_____, J.) FINDS THE RESPONDENT NOT IN CONTEMPT.		ORDERS
1155	COURT FINDS RESPONDENT NOT IN VIOL. OF PROB COURT (_____, J.) FINDS THAT RESPONDENT IS NOT IN VIOLATION OF PROBATION.		ORDERS

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MOTION #	DESCRIPTION	STATUS	TYPE
1156	COURT FINDS RESPONDENT NOT INVOLVED COURT (_____, J.) FINDS RESPONDENT NOT INVOLVED AS TO		ORDERS
1322	COURT FINDS REUNIFICATION AND RE-ABUSED COURT (_____, J.) FINDS THAT THE RESPONDENT WAS REUNIFIED AND SUBSEQUENTLY REABUSED.		ORDERS
1157	COURT FINDS SEXUAL ABUSE COURT (_____, J.) FINDS ALLEGATIONS OF SEXUAL ABUSE PROVEN.		ORDERS
1132	COURT GRANTS ADOPTION PETITION COURT (_____, J.) GRANTS ADOPTION PETITION.		ORDERS
1299	COURT GRANTS TPR PETITION COURT (_____, J.) GRANTS PETITION TO TERMINATE PARENTAL RIGHTS AS TO _____		ORDERS
1062	COURT MAKES NO FINDING AS TO VIOLATION COURT (_____, J.) MAKES NO FINDING AS TO VIOLATION OF PROBATION.		
536	COURT ORDERS COURT ORDERS.		
1158	COURT ORDERS ADJUDICATION REPORT COURT (_____, J.) ORDERS ADJUDICATION REPORT		ORDERS
1159	COURT ORDERS CAFES EVALUATION COURT (_____, J.) ORDERS A CAFES EVALUATION.		ORDERS
1160	COURT ORDERS CASA REPORT COURT (_____, J.) ORDERS CASA REPORT		ORDERS
1338	COURT ORDERS HOME ELECTRONIC MONITORING COURT (_____, J.) ORDERS HOME ELECTRONIC MONITORING AS A FORM OF CONTINUED DETENTION.		ORDERS
1162	COURT ORDERS HOME STUDY COURT (_____, J.) ORDERS A HOME STUDY		ORDERS
1163	COURT ORDERS JUVENILE WARRANT (WRIT OF ATT.) COURT (_____, J.) ORDERS WARRANT ISSUED		ORDERS
1164	COURT ORDERS PERMANENCY/REVIEW REPORT COURT (_____, J.) ORDERS PERMANENCY/REVIEW REPORT.		ORDERS
1165	COURT ORDERS PLACEMENT REPORT COURT (_____, J.) ORDERS PLACEMENT REPORT Juvenile Department		ORDERS

MOTION #	DESCRIPTION	STATUS	TYPE
1166	COURT ORDERS PRE-DISPOSITION INVESTIGATION COURT (_____, J.) ORDERS PRE-DISPOSITION INVESTIGATION REPORT		ORDERS
1167	COURT ORDERS REPORT FROM RICA COURT (_____, J.) ORDERS REPORT FROM REGIONAL INSTITUTE FOR CHILDREN AND ADOLESCENTS (RICA).		ORDERS
1178	COURT ORDERS RESP. CONTINUED IN SHELTER CARE COURT (_____, J.) ORDERS THAT THE RESPONDENT WILL BE CONTINUED IN SHELTER CARE AT _____.		ORDERS
1177	COURT ORDERS RESPONDENT CONTINUED IN DETENT. COURT (_____, J.) ORDERS THAT THE RESPONDENT WILL CONTINUE TO BE HELD IN DETENTION AT _____.		ORDERS
1168	COURT ORDERS SOCIAL HISTORY COURT (_____, J.) ORDERS SOCIAL HISTORY.		ORDERS
1319	COURT PLACES RESP. IN RESIDENTIAL TREATMENT COURT (_____, J.) PLACES THE RESPONDENT IN A RESIDENTIAL TREATMENT PROGRAM,		ORDERS
1310	COURT PLACES RESPONDENT IN FOSTER CARE COURT (_____, J.) PLACES THE RESPONDENT IN FOSTER CARE WITH _____.		ORDERS
1318	COURT PLACES RESPONDENT IN GROUP HOME COURT (_____, J.) PLACES RESPONDENT IN A GROUP HOME,		ORDERS
1312	COURT PLACES RESPONDENT IN SPECIALIZED FOSTE COURT (_____, J.) PLACES THE RESPONDENT IN SPECIALIZED FOSTER CARE WITH _____.		ORDERS
1311	COURT PLACES RESPONDENT IN VOLUNTARY FOSTER COURT (_____, J.) PLACES THE RESPONDENT IN VOLUNTARY FOSTER CARE WITH _____.		ORDERS
1316	COURT PLACES RESPONDENT WITH GUARDIAN COURT (_____, J.) PLACES THE RESPONDENT WITH A GUARDIAN		ORDERS
1314	COURT PLACES RESPONDENT WITH PARENT COURT (_____, J.) PLACES THE RESPONDENT WITH THE PARENT,		ORDERS
1317	COURT PLACES RESPONDENT WITH RELATIVE COURT (_____, J.) PLACES THE RESPONDENT WITH A RELATIVE,		ORDERS
555	COURT RESETS HEARING TO _____, J) RESETS HEARING TO ____/____/____ COURT (_____, J) Juvenile Department		

ACTIVE ALPHABETIC DOCKET ENTRY DESCRIPTIONS

MOTION #	DESCRIPTION	STATUS	TYPE
684	COURT SETS COURT (_____, J.) SETS		ORDERS
91	COURT TAKES MATTER UNDER ADVISEMENT COURT (_____, J.) TAKES MATTER UNDER ADVISEMENT		ORDERS
468	COURTROOM CLERK'S CORRECTION SHOULD READ AS COURTROOM CLERK'S CORRECTION SHOULD READ AS FOLLOWS:		
376	DESIGNATION OF EXPERT WITNESSES DESIGNATION OF EXPERT WITNESSES, FILED.		LINES
1169	DETENTION HEARING HELD HEARING (_____, J.) ON DJJ'S PETITION TO CONTINUE THE RESPONDENT IN DETENTION.		ORDERS
243	DISCOVERY DISCOVERY		
1170	DISCOVERY HEARING HELD HEARING (_____, J.) ON _____'S MOTION FOR DISCOVERY (#_____), GRANTED/DENIED.		ORDERS
1171	DISPOSITION HEARING DISPOSITION HEARING (_____, J.) HELD.		ORDERS
1172	DISPOSITION HEARING WAIVED, WRITTEN WAIVERS COURT (_____, J.) WAIVES DISPOSITION HEARING, WRITTEN WAIVERS FILED BY PARTIES.		ORDERS
1339	DISPOSITION NOTICE WAIVED ON RECORD COURT (_____, J.) WAIVES DISPOSITION NOTICE ON THE RECORD.		ORDERS
1301	EMERGENCY PLACEMENT HEARING HELD EMERGENCY PLACEMENT HEARING (_____, J.) HELD.		ORDERS
483	EXHIBITS ADMITTED AND FILED EXHIBITS ADMITTED AND FILED.		
288	EXHIBITS DISPOSED/REMOVED EXHIBIT(S) DISPOSED OF PURSUANT TO RULE 16-306 (E) BY CLERK OR REMOVED BY PARTIES.		
966	FINDINGS OF FACT (JUDGES ONLY) FINDINGS OF FACT		ORDERS
1174	GUARDIANSHIP JUDGMENT ISSUED COURT (_____, J.) APPOINTS _____ AS GUARDIAN OF THE RESPONDENT. Juvenile Department		ORDERS

MOTION #	DESCRIPTION	STATUS	PAGE
573	HEARING HEARING ON		9
773	HEARING - NO RULING HEARING ON NO RULING	MOTION TO	
135	HEARING ON MODIFICATION REQUEST HEARING (,) ON	'S PETITION (#) TO MODIFY	
525	HEARING ON REMAND REMAND HEARING (#)	M) ON JUDGE'S ORDER (, J)	
1304	HEARING ON VIOLATION OF HEM HEARING (J.) ON PETITION TO FIND RESPONDENT IN VIOLATION OF THE HOME ELECTRONIC MONITORING PROGRAM.	ORDERS	
686	HEARING RESUMED HEARING RESUMED		
1051	HEARING, VIOLATION OF PROBATION HEARING ON PETITION TO REVOKE PROBATION (#) (, J.)		
997	HOME STUDY FROM FILED HOME STUDY FROM	FILED.	
114	INFORMATION SHEET FILED	INFORMATION SHEET FILED.	LINES
1271	INTERLOCUTORY APPEAL INTERLOCUTORY APPEAL, FILED.		ORDERS
98	JUDGMENT JUDGMENT		ORDERS
130	JUDGMENT BY CONSENT JUDGMENT BY CONSENT		LINES
308	JUDGMENT PAID AND SATISFIED SETTLED AND SATISFIED FILED.	LINE TO MARK THE JUDGMENT AS PAID,	
1280	JUDGMENT, RESTITUTION JUDGMENT FOR RESTITUTION ENTERED IN THE AMOUNT OF \$. IN FAVOR OF		
1272	JUVENILE WARRANT (WRIT OF ATTACHMENT) ISSUED JUVENILE WARRANT (WRIT OF ATTACHMENT) ISSUED. Juvenile Department		

MOTION #	ACTIVE ALPHABETIC DOCKET ENTRY DESCRIPTIONS		PAGE	10
	DESCRIPTION	STATUS	TYPE	
1175	JUVENILE WARRANT HEARING HELD WARRANT HEARING (_____, J.) HELD.		ORDERS	
287	LETTER AS TO RULE 16-306 SENT LETTER AS TO RULE 16-306 SENT		NOTICES	
846	LETTER FROM COURT OF SPECIAL APPEALS (PREH) LETTER FROM THE COURT OF SPECIAL APPEALS NOTING THAT THE PREHEARING CONFERENCE FORM RECEIVED ON _____ WILL BE MADE PART PREVIOUSLY ESTABLISHED PHC NO _____, SEPTEMBER _____ TERM FILED.		LETTERS	
803	LETTER REQUESTING INFORMATION SHEET LETTER REQUESTING INFORMATION SHEET		LETTERS	
791	LETTER TO ATTORNEY REQUESTING BLANK ORDER LETTER MAILED TO ATTORNEY REQUESTING BLANK ORDER FILED.		LETTERS	
431	LETTER TO THE COURT _____	LETTER TO THE COURT FILED.	LETTERS	
488	LINE _____ LINE TO _____		LINES	
609	LINE ENTERING APPEARANCE OF COUNSEL LINE ENTERING THE APPEARANCE OF _____ AS COUNSEL FOR _____, FILED.		LINES	
1099	LINE OF DISMISSAL W/O PREJUDICE (PARTIAL) _____ LINE DISMISSING _____		LINES	
1100	LINE OF DISMISSAL W/PREJUDICE (PARTIAL) _____ LINE DISMISSING _____		LINES	
96	LINE OF DISMISSAL WITH PREJUDICE _____ LINE OF DISMISSAL WITH PREJUDICE FILED.		LINES	
97	LINE OF DISMISSAL WITHOUT PREJUDICE _____ LINE OF DISMISSAL WITHOUT PREJUDICE, FILED.		LINES	
204	MANDATE FROM COURT OF SPECIAL APPEALS MANDATE FROM COURT OF SPECIAL APPEALS			
982	MARRIAGE CERTIFICATE FILED. MARRIAGE CERTIFICATE FILED.			
727	MEMORANDUM _____	MEMORANDUM FILED. Juvenile Department		

MOTION #	DESCRIPTION	STATUS	PAGE
177	MOTION, ADVANCE/EXPEDITE	MOTION TO ADVANCE	11
420	MOTION, ALTERNATIVE SERVICE MOTION FOR ALTERNATIVE SERVICE FILED.	MOTIONS FILED.	
1	MOTION, AMEND	MOTIONS FILED.	
350	MOTION, APPOINTMENT OF ATTORNEY MOTION FOR APPOINTMENT OF ATTORNEY FOR	MOTIONS	
382	MOTION, APPOINTMENT OF TEMPORARY GUARDIAN MOTION FOR APPOINTMENT OF TEMPORARY GUARDIAN, FILED.	MOTIONS FILED.	
930	MOTION, APPROPRIATE RELIEF MOTION FOR APPROPRIATE RELIEF.	MOTIONS	
944	MOTION, ARTICLE 27, SECTION 641 MOTION FOR DISPOSITION PURSUANT TO ARTICLE 27, SECTION 641.	MOTIONS	
422	MOTION, AUTHORIZE CHANGE OF ABODE ,S MOTION TO AUTHORIZE CHANGE OF ABODE OF	MOTIONS	
71	MOTION, BIFURCATE/SEVER ISSUES	MOTIONS FILED.	
122	MOTION, BOND REVIEW MOTION FOR BOND REVIEW, FILED.	MOTIONS	
546	MOTION, CHANGE OF VENUE ,S MOTION FOR CHANGE OF VENUE. FILED.	MOTIONS	
1296	MOTION, CLARIFICATION OF DISPOSITION (JUV) MOTION FOR CLARIFICATION OF DISPOSITION, FILED.	MOTIONS FILED.	
1247	MOTION, CLOSE CINA, PROCEEDINGS ,S MOTION TO CLOSE CINA PROCEEDINGS, FILED.	MOTIONS	
1248	MOTION, CLOSE CINS, PROCEEDINGS ,S MOTION TO CLOSE CINS PROCEEDINGS, FILED.	MOTIONS	
1249	MOTION, CLOSE DELINQUENCY PROCEEDINGS ,S MOTION TO CLOSE DELINQUENCY PROCEEDINGS, FILED.	MOTIONS FILED.	
1059	MOTION, COMPASSIONATE RELEASE MOTION TO BE RELEASED FROM INCARCERATION FOR THE PURPOSE	MOTIONS	

ACTIVE ALPHABETIC DOCKET ENTRY DESCRIPTIONS

MOTION #	DESCRIPTION	STATUS	TYPE
11	MOTION, COMPEL, 'S MOTION TO COMPEL, FILED.		MOTIONS
33	MOTION, CONSOLIDATION _____ NO.	MOTION TO CONSOLIDATE THIS CASE WITH	MOTIONS
29	MOTION, CONTEMPT _____ 'S MOTION FOR CONTEMPT, FILED.		MOTIONS
515	MOTION, CONTINUANCE _____ MOTION FOR CONTINUANCE, FILED.		MOTIONS
19	MOTION, DISMISS _____ MOTION TO DISMISS, FILED.		MOTIONS
1011	MOTION, DISMISS (NON-DISPOSITIVE) _____ MOTION TO DISMISS		MOTIONS
127	MOTION, DISQUALIFY/RECUSE _____ MOTION TO DISQUALIFY/RECUSE		MOTIONS
1244	MOTION, EMERGENCY PLACEMENT _____ MOTION FOR EMERGENCY PLACEMENT, FILED.		MOTIONS
1245	MOTION, EMERGENCY PLACEMENT HEARING _____ MOTION FOR EMERGENCY PLACEMENT HEARING.		MOTIONS FILED
51	MOTION, EN BANC REVIEW _____ MOTION FOR EN BANC REVIEW FILED.		MOTIONS
694	MOTION, ENFORCE _____ MOTION TO ENFORCE, FILED.		MOTIONS
168	MOTION, ENFORCE ORDER _____ 'S MOTION TO ENFORCE ORDER AS TO		MOTIONS
297	MOTION, EXPEDITED HEARING _____ MOTION FOR EXPEDITED HEARING FILED.		MOTIONS
60	MOTION, EXTENSION OF TIME _____ MOTION FOR EXTENSION OF TIME, FILED.		MOTIONS
473	MOTION, GUARDIAN AD LITEM _____ 'S MOTION TO APPOINT ATTORNEY (G.A.L.) FOR MINOR CHILDREN FILED.		MOTIONS
34	MOTION, INTERVENE _____ 'S MOTION TO INTERVENE, FILED. Juvenile Department		MOTIONS

MOTION #	DESCRIPTION	STATUS	PAGE
607	MOTION, INTRODUCE ADDITIONAL EVIDENCE 'S MOTION TO INTRODUCE ADDITIONAL EVIDENCE, FILED.	MOTIONS	13
477	MOTION, JUDGMENT MOTION FOR JUDGMENT, FILED.	MOTIONS	
50	MOTION, LEAVE TO MOTION FOR LEAVE TO FILE	MOTIONS FILED.	
18	MOTION, MENTAL EXAM 'S MOTION FOR MENTAL EXAM FILED.	MOTIONS	
1080	MOTION, MISTRIAL ORAL MOTION FOR MISTRIAL,	MOTIONS	
1288	MOTION, MODIFY PLACEMENT MOTION TO MODIFY PLACEMENT, FILED.	MOTIONS	
207	MOTION, MODIFY/RESCIND PROTECTIVE ORDER MOTION TO MODIFY/RESCIND PROTECTIVE ORDER, FILED.	MOTIONS	
1075	MOTION, NON-DISPOSITIVE WITHDRAWN ORALLY WITHDRAWS ALL PENDING MOTIONS WITHOUT PREJUDICE (_____, J.)		
969	MOTION, NOTICE BY POSTING IN LIEU OF PUB. MOTION FOR NOTICE BY POSTING IN LIEU OF PUBLICATION, FILED.		
300	MOTION, OPEN/REINSTATE ACTION 'S MOTION TO OPEN/REINSTATE ACTION, FILED	MOTIONS	
1295	MOTION, PHYSICAL EXAMINATION MOTION FOR PHYSICAL EXAMINATION OF	MOTIONS	
812	MOTION, PROCEED WITH MINIMAL BOND MOTION TO PROCEED WITH MINIMAL BOND FILED.	MOTIONS	
10	MOTION, PROTECTIVE ORDER 'S MOTION FOR PROTECTIVE ORDER, FILED.	MOTIONS	
543	MOTION, PSYCHOLOGICAL EVALUATION 'S MOTION FOR PSYCHOLOGICAL EVALUATION FILED.	MOTIONS	
771	MOTION, PURSUANT TO RULE 4-252 MOTION PURSUANT TO RULE 4-252, POINTS AND AUTHORITIES, FILED.		

ACTIVE ALPHABETIC DOCKET ENTRY DESCRIPTIONS

MOTION #	DESCRIPTION	STATUS	TYPE
41	MOTION, QUASH, 'S MOTION TO QUASH		MOTIONS
324	MOTION, REASSIGN TRACK DESIGNATION , 'S MOTION TO REASSIGN CASE TO TRACK		MOTIONS
59	MOTION, RECONSIDERATION MOTION FOR RECONSIDERATION OF		MOTIONS
458	MOTION, RECONSIDERATION OF SENTENCE DEFENDANT'S MOTION FOR RECONSIDERATION OF SENTENCE, FILED.		MOTIONS
118	MOTION, REDUCE BOND , 'S REQUEST FOR REDUCTION OF BOND, FILED.		MOTIONS
156	MOTION, REDUCTION OF SENTENCE , 'S MOTION FOR REDUCTION OF SENTENCE FILED.		MOTIONS
141	MOTION, REMOVE CASE FROM STET MOTION TO REMOVE CASE FROM STET DOCKET FILED.		MOTIONS
349	MOTION, RETURN OF PERSONAL PROPERTY , 'S MOTION FOR RETURN OF PERSONAL PROPERTY FILED		MOTIONS
1291	MOTION, REVIEW FILE MOTION TO REVIEW FILE, FILED.		MOTIONS
1063	MOTION, REVOKE BOND REQUEST TO REVOKE BOND		MOTIONS
42	MOTION, SANCTIONS MOTION FOR SANCTIONS FILED.		MOTIONS
27	MOTION, SET ASIDE , 'S MOTION TO SET ASIDE		MOTIONS
957	MOTION, SHOW CAUSE ORDER MOTION FOR SHOW CAUSE ORDER, FILED.		MOTIONS
37	MOTION, SPECIAL ADMISSION OF COUNSEL , 'S MOTION FOR SPECIAL ADMISSION OF COUNSEL, FILED.		MOTIONS
119	MOTION, SPECIAL ASSIGNMENT MOTION FOR SPECIAL ASSIGNMENT FILED		MOTIONS
1088	MOTION, STAY EXECUTION OF JUDGMENT MOTION TO STAY EXECUTION OF JUDGMENT, FILED. Juvenile Department		MOTIONS

ACTIVE ALPHABETIC DOCKET ENTRY DESCRIPTIONS

MOTION #	DESCRIPTION	STATUS	TYPE
23	MOTION, STRIKE MOTION TO STRIKE		MOTIONS
3	MOTION, STRIKE/WITHDRAW APPEARANCE OF MOTION TO STRIKE THE APPEARANCE AS COUNSEL FOR FILED.		MOTIONS
386	MOTION, SUBPOENA/TANGIBLE EVIDENCE MOTION FOR SUBPOENA/TANGIBLE EVIDENCE		MOTIONS
9	MOTION, SUPPRESS EVIDENCE 'S MOTION TO SUPPRESS EVIDENCE, POINTS AND AUTHORITIES AND REQUEST FOR HEARING, FILED.		MOTIONS
1250	MOTION, TPR-INDEPENDENT CONTRACTOR ATTY 'S MOTION FOR TPR - INDEPENDENT CONTRACTOR FILED.		MOTIONS
56	MOTION, UNSEAL CASE 'S MOTION TO UNSEAL CASE FILED.		MOTIONS
35	MOTION, VACATE ORDER 'S MOTION TO VACATE THIS COURTS ORDER OF ___/___ AS TO		MOTIONS
1302	MOTION, VIOLATION OF HEM PROGRAM MOTION TO FIND THE RESPONDENT IN VIOLATION OF THE HOME ELECTRONIC MONITORING PROGRAM, FILED.		MOTIONS
1252	MOTION, WAIVE JUVENILE JURISDICTION MOTION TO WAIVE JURISDICTION FROM THE JUVENILE COURT TO THE ADULT CRIMINAL COURT, FILED.		MOTIONS
1246	MOTION, WAIVE SERVICE 'S MOTION TO WAIVE SERVICE OF		MOTIONS
1251	MOTION, WAIVE SHOW CAUSE SERVICE MOTION TO WAIVE SHOW CAUSE SERVICE, FILED.		MOTIONS
465	MOTION, WITHDRAW COMPLAINT/PETITION/MOTION MOTION TO WITHDRAW		MOTIONS
823	NOTICE OF APPEAL-COURT SPECIAL APPEALS 'S NOTICE OF APPEAL, FILED.		NOTICES
1274	NOTICE OF CONSENT NOTICE OF CONSENT, FILED.		
1275	NOTICE OF CONSENT WITHDRAWN NOTICE OF CONSENT WITHDRAWN		

ACTIVE ALPHABETIC DOCKET ENTRY DESCRIPTIONS

MOTION #	DESCRIPTION	STATUS	TYPE
1258	NOTICE OF INTENTION TO INTRODUCE CUT OF COURT STATEMENTS, FILED.		
1004	NOTICE, ASSIGNMENT OFFICE TO PARTIES ASSIGNMENT OFFICE'S NOTIFICATION TO		
778	NOTICE, DISREGARD/REMOVE NOTICE TO DISREGARD/REMOVE FILED AND MAILED.		NOTICES
440	NOTICE, EMPLOY NEW COUNSEL NOTICE TO EMPLOY NEW COUNSEL MAILED.		NOTICES
817	NOTICE, ENTRY OF JUDGMENT MAILED NOTICE OF ENTRY OF JUDGMENT MAILED		NOTICES
884	NOTICE, EXISTING SCHEDULE NOTICE TO NEW ATTORNEY(S) OF EXISTING SCHEDULE		NOTICES
437	NOTICE, HEARING DATE NOTICE OF HEARING DATE FILED AND MAILED. (HEARING DATE: _____)		NOTICES
836	NOTICE, NEW CASE NUMBER NOTICE SENT ON ____/____/____ GIVING NEW CASE NUMBER TO ALL PARTIES.		NOTICES
988	NOTICE, OBJECTION FILED. (COPY MAILED) (COPY MAILED)		NOTICE OF OBJECTION FILED.
137	NOTICE, PUBLICATION NOTICE OF PUBLICATION FILED. (COPIES MAILED)		NOTICES
811	NOTICE, PURSUANT TO 4-217 (I) (1) NOTICE SENT UNDER MARYLAND RULE 4-217 (I) (1) AS TO BOND NO.		NOTICES
899	NOTICE, TERMINATION OF PARENTAL RIGHTS NOTICE THAT PARENTAL RIGHTS HAVE BEEN TERMINATED MAILED TO		NOTICES
454	NOTICE, TRIAL DATE NOTICE OF TRIAL DATE FILED AND MAILED. (TRIAL DATE: _____)		NOTICES
900	OPPOSITION TO MOTION	OPPOSITION TO _____	OPPOSITIONS FILED.
99	ORDER OF COURT ORDER OF COURT (_____, J.)		ORDERS
330	ORDER OF COURT OF APPEALS DENYING CERTIORARI ORDER OF COURT OF APPEALS (_____, J.) DENYING PETITION FOR WRIT OF CERTIORARI ENTERED.		ORDERS

Juvenile Department

MOTION #	ACTIVE ALPHABETIC DOCKET ENTRY DESCRIPTIONS	PAGE	17
MOTION #	DESCRIPTION	STATUS	TYPE
847	ORDER OF COURT OF APPEALS DENYING RECON CERT ORDER OF COURT OF APPEALS () FOR RECONSIDERATION OF WRIT OF CERTIORARI ENTERED.	J.) DENYING MOTION	ORDERS
346	ORDER OF COURT OF APPEALS GRANTING CERTIORARI ORDER OF COURT OF APPEALS (MURPHY, J.) GRANTING PETITION FOR WRIT OF CERTIORARI AND WRIT OF CERTIORARI ENTERED.		ORDERS
298	ORDER OF COURT OF SPECIAL APPEALS DIRECT TRA ORDER OF COURT OF SPECIAL APPEALS () THE PREPARATION OF TRANSCRIPT ENTERED.	J.) DIRECTING	ORDERS
269	ORDER OF COURT OF SPECIAL APPEALS DIRECTING ORDER OF COURT OF SPECIAL APPEALS () THE APPEAL TO PROCEED WITHOUT A PREHEARING CONFERENCE ENTERED.	J.) DIRECTING	ORDERS
841	ORDER OF COURT OF SPECIAL APPEALS DISMISSING ORDER OF COURT OF SPECIAL APPEALS () APPEAL FOR FAILURE TO	J.) DISMISSING	ENTERED.
302	ORDER OF COURT OF SPECIAL APPEALS FOR PREHEA ORDER OF COURT OF SPECIAL APPEALS () PREHEARING CONFERENCE BEFORE THE HONORABLE	J.) FOR	ORDERS
840	ORDER OF COURT OF SPECIAL APPEALS GRANTING ORDER OF COURT OF SPECIAL APPEALS () MOTION TO SUPPLEMENT ENTERED.	J.) GRANTING	ORDERS
343	ORDER OF COURT OF SPECIAL APPEALS RULE 8-501 ORDER OF COURT OF SPECIAL APPEALS () PREPARATION, FILING AND CONTENT OF THE RECORD EXTRACT AND BRIEFS BE IN ACCORDANCE WITH MD. RULE 8-501 (1) ENTERED.	J.) THAT	ORDERS
289	ORDER OF COURT OF SPECIAL APPEALS WAIVING FE ORDER OF COURT OF SPECIAL APPEALS () FILING FEES ENTERED.	J.) WAIVING	ORDERS
1103	ORDER, ADJUDICATION (CINA) ORDER OF COURT () AS BEING A CHILD IN NEED OF ASSISTANCE, ENTERED.	J.) ADJUDICATING THE RESPONDENT	ORDERS
1104	ORDER, ADJUDICATION (DELINQUENT) ORDER OF COURT () DELINQUENT, ENTERED.	J.) FINDING THE RESPONDENT	ORDERS
1105	ORDER, ADJUDICATION (VOP) ORDER OF COURT () VIOLATION OF PROBATION, ENTERED.	J.) ADJUDICATING THE RESPONDENT IN	ORDERS

Juvenile Department

ACTIVE ALPHABETIC DOCKET ENTRY DESCRIPTIONS

MOTION #	DESCRIPTION	STATUS	TYPE
357	ORDER, ADVANCE/EXPEDITE ORDER OF COURT (_____, J.) ADVANCING		ORDERS
314	ORDER, ALTERNATIVE SERVICE ORDER OF COURT (_____, J.) FOR ALTERNATIVE SERVICE BY		ORDERS
1002	ORDER, AN ADA INTERPRETER ORDER OF COURT (_____, J.) THAT THE CLERK OF THE COURT OBTAIN AN ADA INTERPRETER ENTERED. (COPIES MAILED)		ORDERS
782	ORDER, APPOINTING GUARDIAN ORDER OF COURT (_____, J.) APPOINTING AS GUARDIAN FOR _____ ENTERED. (COPIES MAILED)		ORDERS
305	ORDER, APPOINTING GUARDIAN AD LITEM ORDER OF COURT (_____, J.) APPOINTING AS GUARDIAN AD LITEM FOR THE MINOR CHILD(REN) IN THIS CASE, ENTERED. (COPIES MAILED)		ORDERS
1107	ORDER, APPOINTING SPECIAL ADVOCATE (CASA) ORDER OF COURT (_____, J.) APPOINTING TO SERVE AS A SPECIAL ADVOCATE FOR _____ ENTERED.		ORDERS
143	ORDER, APPOINTING TEMPORARY GUARDIAN ORDER OF COURT (_____, J.) APPOINTING AS TEMPORARY GUARDIAN FOR _____ ENTERED. (COPIES MAILED)		ORDERS
164	ORDER, APPOINTMENT OF COUNSEL FOR ORDER OF COURT (_____, J.) APPOINTING AS COUNSEL FOR _____ ENTERED. (COPIES MAILED)		ORDERS
1106	ORDER, ATTORNEY FEES ORDER OF COURT (_____, J.) THAT ATTORNEY FEES IN THE AMOUNT OF \$_____, TO _____ ENTERED PAY		ORDERS
516	ORDER, BIFURCATE/SEVER ORDER OF COURT (_____, J.)		ORDERS
1324	ORDER, CARE AND CUSTODY (OTHER) ORDER OF COURT (_____, J.) FOR CARE AND CUSTODY, ENTERED. (COPIES MAILED)		ORDERS
1333	ORDER, CARE AND CUSTODY/PARENT.GUARDIAN.CUST ORDER OF COURT (_____, J.) FOR CARE AND CUSTODY/PARENT.GUARDIAN.CUSTODIAN, ENTERED. (COPIES MAILED)		ORDERS
1332	ORDER, CERTIFYING PLACEMENT AS PERMANENT ORDER OF COURT (_____, J.) CERTIFYING PLACEMENT AT/WITH AS PERMANENT, ENTERED. (COPIES MAILED) Juvenile Department		ORDERS

ACTIVE ALPHABETIC DOCKET ENTRY DESCRIPTIONS

MOTION #	DESCRIPTION	STATUS	TYPE
383	ORDER, CHANGE OF NAME ORDER OF COURT (_____, J./KALIL, M.) CHANGING NAME TO ENTERED. (COPIES MAILED)		ORDERS
517	ORDER, CHANGE OF VENUE ORDER OF COURT (_____, J.)		ORDERS
761	ORDER, CHANGING TRIAL DATE (CONSENT) CONSENT ORDER OF COURT (_____, J.) CHANGING TRIAL DATE TO		ORDERS
1334	ORDER, CHILD REMOVED ORDER OF COURT (_____, J.) CHILD REMOVED, ENTERED (COPIES MAILED)		ORDERS
1108	ORDER, CINA CLOSURE ORDER OF COURT (_____, J.)		ORDERS
1109	ORDER, CINS CLOSURE ORDER OF COURT (_____, J.)		ORDERS
1329	ORDER, CO-COMMITMENT/JOINT CARE AND CUSTODY ORDER OF COURT (_____, J.) CO-COMMITMENT/JOINT CARE AND CUSTODY, ENTERED. (COPIES MAILED)		ORDERS
1110	ORDER, COMMITMENT OF JUVENILE ORDER OF COURT (_____, J.) COMMITTING THE RESPONDENT TO		ORDERS
1330	ORDER, COMMITMENT/CARE/CUSTODY TO AGENCY ORDER OF COURT (_____, J.) FOR COMMITMENT/CARE/CUSTODY TO AGENCY, ENTERED (COPIES MAILED)		ORDERS
1060	ORDER, COMPASSIONATE RELEASE ORDER OF COURT (_____, J.) THAT THE MONTGOMERY COUNTY SHERIFF		ORDERS
903	ORDER, COMPEL ORDER OF COURT (_____, J.) COMPELLING		ORDERS
638	ORDER, COMPELLING DISCOVERY ORDER OF COURT (_____, J.)		ORDERS
550	ORDER, CONSOLIDATION ORDER OF COURT (_____, J) CONSOLIDATING THIS CASE WITH CASE# _____ ENTERED. (COPIES MAILED)		ORDERS
329	ORDER, CONTEMPT HEARING ORDER OF COURT (_____, J.) THAT THE FOR A CONTEMPT HEARING ON _____ ENTERED. _____ Juvenile Department		ORDERS APPEAR

MOTION #	DESCRIPTION	STATUS	TYPE
1328	ORDER, CONTINUED CARE AND CUSTODY (OTHER) ORDER OF COURT (COPIES MAILED), J.) FOR CONTINUED CARE AND CUSTODY (OTHER), ENTERED. (COPIES MAILED)		ORDERS
1331	ORDER, CONTINUED CARE/CUSTODY TO AGENCY ORDER OF COURT (COPIES MAILED), J.) FOR CONTINUED CARE/CUSTODY TO AGENCY, ENTERED (COPIES MAILED)		ORDERS
1323	ORDER, CONTINUED CUSTODY AND GUARDIANSHIP ORDER OF COURT (COPIES MAILED), J.) FOR CONTINUED CUSTODY AND GUARDIANSHIP, ENTERED. (COPIES MAILED)		ORDERS
1325	ORDER, CONTINUED CUSTODY/PARENT GUARDIAN/CUS ORDER OF COURT (COPIES MAILED), J.) FOR CONTINUED CUSTODY/PARENT. GUARDIAN.CUSTODIAN, ENTERED. (COPIES MAILED)		ORDERS
1327	ORDER, CONTINUED JOINT CARE AND CUSTODY ORDER OF COURT (COPIES MAILED), J.) FOR CONTINUED JOINT CARE AND CUSTODY, ENTERED. (COPIES MAILED)		ORDERS
976	ORDER, CONTINUING CASE ORDER OF COURT (COPIES MAILED), J.) CONTINUING CASE FROM TO ENTERED. (COPIES MAILED)		ORDERS
1101	ORDER, CONTINUING CHILD IN DET/SHELTER CARE ORDER OF COURT (COPIES MAILED), J.) CONTINUING CHILD IN		ORDERS
1102	ORDER, CONTINUING PROTECTIVE SUPERVISION ORDER OF COURT (COPIES MAILED), J.) CONTINUING PROTECTIVE SUPERVISION OF THE RESPONDENT AT, ENTERED		ORDERS
1122	ORDER, CONTROLLING CONDUCT ORDER OF COURT (COPIES MAILED), J.) THAT		ORDERS
1326	ORDER, CUSTODY AND GUARDIANSHIP ORDER OF COURT (COPIES MAILED), J.) FOR CUSTODY AND GUARDIANSHIP ENTERED (COPIES MAILED)		ORDERS
1111	ORDER, DELINQUENCY CLOSURE ORDER OF COURT (COPIES MAILED), J.)		ORDERS
1112	ORDER, DETENTION ORDER OF COURT (COPIES MAILED), J.) DETAINING		ORDERS
1125	ORDER, DHHS REGARDING ADOPTION???? ORDER OF COURT (COPIES MAILED), J.)???????		ORDERS
1012	ORDER, DISMISS (NON-DISPOSITIVE) ORDER OF COURT (COPIES MAILED), J.) DISMISSING Juvenile Department		ORDERS

MOTION #	ACTIVE ALPHABETIC DOCKET ENTRY DESCRIPTIONS	STATUS	PAGE	21
	DESCRIPTION	TYPE		
974	ORDER, DISMISSING CASE W/OUT PREJ. ORDER OF COURT (J.) DISMISSING CASE WITHOUT PREJUDICE, ENTERED. (COPIES MAILED)	ORDERS		
975	ORDER, DISMISSING CASE WITH PREJUDICE ORDER OF COURT (J.) DISMISSING CASE WITH PREJUDICE.	ORDERS		
490	ORDER, DISQUALIFY/RECUSE ORDER OF COURT (J.) RECUSING THIS CASE. ENTERED.	ORDERS FROM		
907	ORDER, EXTENSION OF TIME ORDER OF COURT (J.) GRANTING AN EXTENSION OF TIME	ORDERS		
995	ORDER, FINAL ADOPTION FINAL DECREE (J.) OF ADOPTION ENTERED. (COPIES MAILED)	ORDERS		
996	ORDER, FINAL GUARDIANSHIP FINAL ORDER (J.) OF GUARDIANSHIP ENTERED. (COPIES MAILED)	ORDERS		
323	ORDER, GRANTING MODIFICATION PETITION ORDER OF COURT (J.) GRANTING 'S PETITION TO			
1049	ORDER, HOLDING RECONSIDERATION IN ABEYANCE ORDER OF COURT (J.) THAT MOTION FOR RECONSIDERATION	ORDERS		
1113	ORDER, HOME ELECTRONIC MONITORING ORDER OF COURT (J.) FOR HOME ELECTRONIC MONITORING, ENTERED.	ORDERS		
1064	ORDER, ISSUANCE OF SUMMONS ORDER OF COURT (J.) DIRECTING ISSUANCE OF A SUMMONS. ENTERED.	ORDERS		
1114	ORDER, JUDGMENT FOR RESTITUTION ORDER OF COURT (J.) ENTERING A JUDGMENT FOR RESTITUTION IN THE AMOUNT OF \$_____, AGAINST _____, PAYABLE TO _____, ENTERED.	ORDERS		
1003	ORDER, LANGUAGE INTERPRETER ORDER OF COURT (J.) THAT THE CLERK OF THE COURT OBTAIN A _____ SPEAKING, INTERPRETER, ENTERED.	ORDERS		
802	ORDER, LEAVE TO ORDER OF COURT (J.) GRANTING LEAVE TO _____	ORDERS		

Juvenile Department

MOTION #	ACTIVE ALPHABETIC DOCKET ENTRY DESCRIPTIONS		PAGE	22
	DESCRIPTION	STATUS	TYPE	
1115	ORDER, LIMITED GUARDIANSHIP ORDER OF COURT (_____, J.) APPOINTING AS GUARDIAN FOR _____, FOR THE PURPOSE OF _____		ORDERS	
1294	ORDER, MENTAL EXAMINATION OF RESPONDENT ORDER OF COURT (_____, J.) FOR A MENTAL EXAMINATION OF THE RESPONDENT, ENTERED.		ORDERS	
1289	ORDER, MODIFY PLACEMENT ORDER OF COURT (_____, J.) THAT THE RESPONDENT'S PLACEMENT IS CHANGED TO _____		ORDERS	
1281	ORDER, NO CONTACT ORDER OF COURT (_____, J.)		ORDERS	
1116	ORDER, PARENTS PERMANENCY PLAN ??h???		ORDERS	
1127	ORDER, PEACE ORDER OF COURT (_____, J.)		ORDERS	
1117	ORDER, PHYSICAL EXAMINATION OF RESPONDENT ORDER OF COURT (_____, J.) THAT		ORDERS	
1118	ORDER, PROBATION (DELINQUENT CHILD) ORDER OF COURT (_____, J.) THAT THE RESPONDENT BE PLACED		ORDERS	
919	ORDER, PROTECTIVE (NON DOMESTIC VIOLENCE) PROTECTIVE ORDER OF COURT (_____, J.)		ORDERS	
1119	ORDER, PROTECTIVE SUPERVISION ORDER OF COURT (_____, J.) PLACING RESPONDENT UNDER THE PROTECTIVE SUPERVISION OF _____, ENTERED		ORDERS	
918	ORDER, REASSIGNING TRACK ORDER OF COURT (_____, J.) REASSIGNING CASE TO TRACK _____ ENTERED. (COPIES MAILED)		ORDERS	
360	ORDER, REMOVE STET ORDER OF COURT (_____, J.) REMOVING CASE FROM STET AND		ORDERS	
82	ORDER, RESCINDING ORDER (_____, J) RESCINDING		ORDERS	
520	ORDER, RETURN OF PERSONAL PROPERTY ORDER OF COURT (_____, J) Juvenile Department		ORDERS	

MOTION #	DESCRIPTION	STATUS	TYPE
1124	ORDER, RETURNING CHILD TO HOME ORDER OF COURT (_____, J.) RETURNING THE RESPONDENT TO HIS HOME. ENTERED.		ORDERS
1292	ORDER, REVIEW FILE ORDER OF COURT (_____, J.)		ORDERS
415	ORDER, SET ASIDE ORDER OF COURT (_____, J.) SETTING ASIDE		ORDERS
1120	ORDER, SHELTER CARE ORDER OF COURT (_____, J.) PLACING THE RESPONDENT IN SHELTER CARE AT _____, ENTERED.		ORDERS
416	ORDER, SHORTEN TIME ORDER OF COURT (_____, J.) SHORTENING TIME TO _____		ORDERS
615	ORDER, SHOW CAUSE/COURT ORDER OF COURT (_____, J.) TO SHOW CAUSE/COURT ON AT _____ ENTERED. (COPIES MAILED)		ORDERS
457	ORDER, SPECIAL ADMISSION OF COUNSEL ORDER OF COURT (_____, J.) FOR SPECIAL ADMISSION OF		ORDERS
557	ORDER, SPECIAL ASSIGNMENT TO JUDGE ORDER OF COURT (_____, J.) SPECIALLY ASSIGNING CASE TO JUDGE _____, ENTERED.		ORDERS
1089	ORDER, STAY EXECUTION OF JUDGMENT ORDER OF COURT (_____, J.) STAYING EXECUTION OF JUDGMENT		ORDERS
1123	ORDER, STET DOCKET ORDER OF COURT (_____, J.) PLACING CASE ON THE STET DOCKET.		ORDERS
481	ORDER, STRIKE ORDER OF COURT (_____, J.) STRIKING		ORDERS
1121	ORDER, TEMPORARY COMMITMENT ORDER OF COURT (_____, J.) TEMPORARILY COMMITTING THE RESPONDENT TO _____, ENTERED.		ORDERS
869	ORDER, TERMINATING GUARDIANSHIP ORDER OF COURT (_____, J.) TERMINATING GUARDIANSHIP OF		ORDERS
1128	ORDER, TPR ATTORNEY ORDER OF COURT (_____, J.) APPOINTING AS COUNSEL TO REPRESENT THE RESPONDENT IN THESE TERMINATION OF PARENTAL RIGHTS PROCEEDINGS. ENTERED. Juvenile Department		ORDERS

MOTION #	ACTIVE ALPHABETIC DOCKET ENTRY DESCRIPTIONS	PAGE	24
	DESCRIPTION	STATUS	TYPE
737	ORDER, UNSEAL CASE ORDER OF COURT (_____, J.) FOR CLERK'S OFFICE TO UNSEAL FILE.	ORDERS	
800	ORDER, VACATING ORDER OF COURT (_____, J) VACATING THE ORDER ENTERED BY THIS COURT ON ____/____/____	ORDERS	
1303	ORDER, VIOLATION OF HEM PROGRAM ORDER OF COURT (_____, J.) FINDING RESPONDENT IN VIOLATION OF HOME ELECTRONIC MONITORING PROGRAM, ENTERED. (COPIES MAILED)	ORDERS	
560	ORDER, VISITATION ORDER OF COURT (_____, J.) AS TO VISITATION OF	ORDERS	
1126	ORDER, WAIVING JURISDICTION FROM CUV TO CIR ORDER OF COURT (_____, J.) WAIVING JURISDICTION OF THE PETITION FROM JUVENILE COURT TO THE ADULT CRIMINAL COURT. ENTERED (COPIES MAILED)	ORDERS	
1072	ORDER, WITHDRAWAL OF COMPLAINT/PETITION/MOTI ORDER OF COURT (_____, J.) THAT THE BE WITHDRAWN, ENTERED.	ORDERS	
69	ORDER, WITHDRAWAL OF COUNSEL ORDER OF COURT (_____, J.) GRANTING MOTION TO WITHDRAW AS COUNSEL FOR _____ ENTERED. (COPIES MAILED).	ORDERS	
381	ORIGINAL RECORD/CERTIFIED COPY DOCKET ENTRIES FROM _____ FILED. ORIGINAL RECORD/CERTIFIED COPY DOCKET ENTRIES FROM _____		
667	ORIGINAL RECORD/MANDATE RETURNED FROM ORIGINAL RECORD/MANDATE RETURNED FROM		
1182	PEACE ORDER DENIED COURT (_____, J.) DENIES PETITION FOR PEACE ORDER.	ORDERS	
1183	PEACE ORDER GRANTED COURT (_____, J.) GRANTS PETITION FOR PEACE ORDER.	ORDERS	
1184	PEACE ORDER HEARING HELD PEACE ORDER HEARING (_____, J.) HELD.	ORDERS	
1185	PERMANENCY PLAN IS ADOPTION COURT (_____, J.) FINDS THAT ADOPTION IS THE APPROPRIATE PERMANENCY PLAN FOR THE RESPONDENT IN THIS CASE. COURT DIRECTS DHHS TO FILE A PETITION FOR ADOPTION.	ORDERS	

Juvenile Department

MOTION #	DESCRIPTION	STATUS	TYPE
1186	PERMANENCY PLAN IS EMANCIPATION COURT (J.) FINDS THAT EMANCIPATION IS THE APPROPRIATE PERMANENCY PLAN FOR THE RESPONDENT IN THIS CASE.	ORDERS	
1187	PERMANENCY PLAN IS INDEPENDENT LIVING COURT (J.) FINDS THAT INDEPENDENT LIVING IS THE APPROPRIATE PERMANENCY PLAN FOR THE RESPONDENT IN THIS CASE.	ORDERS	
1188	PERMANENCY PLAN IS LONG TERM FOSTER CARE COURT (J.) FINDS THAT LONG TERM FOSTER CARE IS THE APPROPRIATE PERMANENCY PLAN FOR THE RESPONDENT IN THIS CASE. COURT PLACES THE RESPONDENT WITH	ORDERS	
1189	PERMANENCY PLAN IS PERMANENT FOSTER CARE COURT (J.) FINDS THAT PERMANENT FOSTER CARE IS THE APPROPRIATE PERMANENCY PLAN FOR THE RESPONDENT IN THIS CASE. COURT PLACES THE RESPONDENT WITH	ORDERS	
1190	PERMANENCY PLAN IS RELATIVE PLACEMENT COURT (J.) FINDS THAT RELATIVE PLACEMENT IS THE APPROPRIATE PERMANENCY PLAN FOR THE RESPONDENT IN THIS CASE. COURT PLACES THE RESPONDENT WITH	ORDERS	
1191	PERMANENCY PLAN IS TO RETURN TO HOME COURT (J.) FINDS THAT THE APPROPRIATE PERMANENCY PLAN IN THIS CASE IS TO RETURN TO THE RESPONDENT TO HOME.	ORDERS	
1192	PERMANENCY PLANNING HEARING HELD PERMANENCY PLANNING HEARING (J.) HELD.	ORDERS	
1193	PERMANENCY PLANNING HEARING SET COURT (J.) SETS A PERMANENCY PLANNING HEARING FOR / AT : : M.	ORDERS	
1293	PERMANENCY PLANNING STATUS CONFERENCE HELD PERMANENCY PLANNING STATUS CONFERENCE (J.) HELD.	ORDERS	
992	PETITION, ADOPTION AND CHANGE OF NAME PETITION FOR ADOPTION AND CHANGE OF NAME FILED.		
991	PETITION, ADOPTION FILED PETITION FOR ADOPTION FILED.		
950	PETITION, APPT GUARDIAN OF MINOR PETITION FOR APPOINTMENT OF A GUARDIAN OF THE MINOR FILED.	COMPLAINTS	
36	PETITION, ATTORNEY FEES FILED	PETITION FOR ATTORNEY FEES FILED.	

ACTIVE ALPHABETIC DOCKET ENTRY DESCRIPTIONS

MOTION #	DESCRIPTION	STATUS	TYPE
1233	PETITION, CINA PETITION TO FIND THE RESPONDENT TO BE A CHILD IN NEED OF ASSISTANCE, FILED.		COMPLAINTS
1235	PETITION, CONTINUE DETENTION DJJ'S PETITION TO CONTINUE DETENTION OF THE RESPONDENT, FILED.		COMPLAINTS
1234	PETITION, DELINQUENCY STATE'S PETITION TO ADJUDGE THE RESPONDENT DELINQUENT, FILED.		COMPLAINTS
112	PETITION, EXPUNGEMENT OF RECORDS PETITION FOR EXPUNGEMENT OF RECORDS, FILED.		MOTIONS
994	PETITION, GUARDIANSHIP PETITION FOR GUARDIANSHIP FILED.		COMPLAINTS
1236	PETITION, GUARDIANSHIP PARENTAL AGREEMENT PETITION FOR GUARDIANSHIP, FILED.		COMPLAINTS
938	PETITION, HABEAS CORPUS PETITION FOR WRIT OF HABEAS CORPUS, FILED.		COMPLAINTS
1237	PETITION, PEACE ORDER PETITION FOR A PEACE ORDER AGAINST THE RESPONDENT, FILED.		COMPLAINTS
1238	PETITION, RESTITUTION STATE'S PETITION FOR A JUDGMENT FOR RESTITUTION, FILED.		COMPLAINTS
86	PETITION, REVOKE PROBATION PETITION TO REVOKE PROBATION, FILED.		COMPLAINTS
1287	PETITION, SHELTER CARE DHHS PETITION TO CONTINUE THE RESPONDENT IN SHELTER CARE, FILED.		COMPLAINTS
887	PETITION, SUBSTITUTE GUARDIAN PETITION TO SUBSTITUTE GUARDIAN OF THE		MOTIONS
185	PETITION, TERMINATE GUARDIANSHIP GUARDIAN'S PETITION FOR TERMINATION OF GUARDIANSHIP		MOTIONS
1240	PETITION, TERMINATE PARENTAL RIGHTS DHHS PETITION TO TERMINATE THE PARENTAL RIGHTS OF FILED.		COMPLAINTS
1239	PETITION, WAIVE REASONABLE EFFORTS PETITION TO WAIVE REASONABLE EFFORTS, FILED.		COMPLAINTS
929	PETITION, WRIT OF CERTIORARI PETITION FOR WRIT OF CERTIORARI, FILED. Juvenile Department		COMPLAINTS

ACTIVE ALPHABETIC DOCKET ENTRY DESCRIPTIONS

MOTION #	DESCRIPTION	STATUS	TYPE
822	PETITION, WRIT OF HABEAS CORPUS CORPUS FILED.	PETITION FOR WRIT OF HABEAS	MOTIONS
1194	PETITIONER TO ISSUE SERVICE BY PUBLICATION COURT (_____, J.) DIRECTS PETITIONER TO ISSUE SERVICE BY PUBLICATION.		ORDERS
518	PLACE CASE ON STET DOCKET PLACE CASE ON STET DOCKET		
1195	PLANNING CONFERENCE HELD PLANNING CONFERENCE (_____, J.) HELD.		ORDERS
998	POST PLACEMENT REPORT FILED POST PLACEMENT REPORT # _____ FILED.		
1308	PRE-ADOPTION DISRUPTED ???		
1335	PRE-PLACEMENT REPORT RECEIVED PRE-PLACEMENT REPORT, FILED.		
1196	PRELIMINARY INQUIRY HELD PRELIMINARY INQUIRY (_____, J.) HELD.		ORDERS
1276	PRELIMINARY INQUIRY WAIVED PRELIMINARY INQUIRY WAIVED.		
1197	PRETRIAL/SETTLEMENT CONFERENCE (TRACKS 1-4) PRETRIAL/SETTLEMENT CONFERENCE (_____, J.) HELD.		ORDERS
1198	PRETRIAL/SETTLEMENT/PLANNING CONFERENCE (TPR PRETRIAL/SETTLEMENT/PLANNING CONFERENCE (_____, J.) HELD.		ORDERS
1199	PRETRIAL/SETTLEMENT/SCHEDULING CONF (TRK 5-8 PRETRIAL/SETTLEMENT/SCHEDULING CONFERENCE (_____, J.) HELD.		ORDERS
715	PRINTER'S CERTIFICATE PRINTER'S CERTIFICATE FILED.		
666	PROBATION CONTRACT ORDER FOR PROBATION AND CONSENT, ENTERED.		
864	PROOF OF INCOME PROOF OF INCOME, FILED.		
680	PUBLIC DEFENDER APPEARED PUBLIC DEFENDER APPEARED		

MOTION #	DESCRIPTION	STATUS	PAGE	TYPE
1200	REASONABLE EFFORTS DENIED COURT (_____, J.) DENIES PETITION TO WAIVE REASONABLE EFFORTS		28	ORDERS
1201	REASONABLE EFFORTS GRANTED COURT (_____, J.) GRANTS PETITION TO WAIVE REASONABLE EFFORTS.			ORDERS
1202	REASONABLE EFFORTS WAIVER HEARING (_____, J.) ON DHHS PETITION TO WAIVE REASONABLE EFFORTS.			ORDERS
183	RECEIPT FROM COURT OF APPEALS RECEIPT FROM COURT OF APPEALS NOTING THAT A PETITION FOR WRIT OF CERTIORARI HAS BEEN RECEIVED ENTERED.			
849	RECORD MAILED TO COURT OF APPEALS RECORD MAILED TO COURT OF APPEALS.			
844	RECORD TRANSFERRED TO CIRCUIT COURT FOR RECORD TRANSFERRED TO CIRCUIT COURT FOR			
1315	REMOVED, BUT RETURNED TO PARENT ????			ORDERS
906	REPORT MAILED TO BALTIMORE, MD. REPORT MAILED TO BALTIMORE, MD.			
498	REPORT OF ATTORNEY REPORT OF ATTORNEY			
1253	REPORT, ADJUDICATION ADJUDICATION REPORT, FILED.			
1254	REPORT CAFES EVALUATION CAFES EVALUATION, FILED.			
1255	REPORT CASA CASA REPORT, FILED.			
1256	REPORT COUNTY ATTY STATUS RE: SVC OF SHOW C COUNTY ATTORNEY'S REPORT RE: SERVICE OF SHOW CAUSE			
1259	REPORT, MEDICAL HISTORY OF BIRTH PARENTS MEDICAL HISTORY OF BIRTH PARENTS, FILED.			
1260	REPORT, MEDICAL INFORMATION/BACKGROUND CHECK MEDICAL INFORMATION/BACKGROUND CHECKS, FILED. Juvenile Department			

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MOTION #	DESCRIPTION	STATUS	TYPE
1261	REPORT, PERMANENCY PLAN RECOMMENDATION PERMANENCY PLAN RECOMMENDATION, FILED.		
1262	REPORT, PERMANENCY/REVIEW PERMANENCY/REVIEW REPORT, FILED.		
1263	REPORT, PRE-DISPOSITION INVESTIGATION PRE-DISPOSITION INVESTIGATION REPORT, FILED.		
1257	REPORT, RICA COURT REPORT FROM RICA, FILED.		
1264	REPORT, SOCIAL HISTORY SOCIAL HISTORY REPORT, FILED.		
1265	REPORT, STATUS (DHHS) STATUS REPORT FROM DHHS, FILED.		
1277	REQUEST FOR APPOINTMENT OF ATTORNEY (TPR) REQUEST FOR APPOINTMENT OF ATTORNEY, FILED.		
1278	REQUEST FOR CHAMBERS INTERVIEW REQUEST FOR CHAMBERS INTERVIEW, FILED.		
84	REQUEST FOR DISCOVERY AND INSPECTION REQUEST FOR DISCOVERY AND INSPECTION, FILED.		
726	REQUEST FOR HEARING REQUEST FOR HEARING		
133	REQUEST FOR TRANSCRIPTS	REQUEST FOR TRANSCRIPTS FILED.	
696	REQUEST FOR WRIT ,S REQUEST FOR WRIT OF	FILED.	
1001	REQUEST, INTERPRETER (ADA) REQUEST FOR AN ADA INTERPRETER, FILED.		MOTIONS
739	REQUEST, INTERPRETER (LANGUAGE) ,S REQUEST FOR	SPEAKING INTERPRETER	
1203	RESPONDENT ADMITS VIOLATION OF PROBATION RESPONDENT ADMITS VIOLATION OF PROBATION.		
1206	RESPONDENT DENIES VIOLATION OF PROBATION RESPONDENT DENIES VIOLATION OF PROBATION. Juvenile Department		

MOTION #	DESCRIPTION	STATUS	TYPE
1208	RESPONDENT FOUND CINA COURT (_____, J.) FINDS THE RESPONDENT TO BE A CHILD IN NEED OF ASSISTANCE.		ORDERS
1306	RESPONDENT FOUND COMPETENT COURT (_____, J.) FINDS RESPONDENT COMPETENT		ORDERS
1209	RESPONDENT FOUND LIABLE FOR RESTITUTION COURT (_____, J.) FINDS RESPONDENT LIABLE FOR RESTITUTION		ORDERS
1210	RESPONDENT NEITHER ADMITS OR DENIES VIOLATION RESPONDENT NEITHER ADMITS OR DENIES VIOLATION OF PROBATION.		ORDERS
1211	RESPONDENT NOT FOUND CINA COURT (_____, J.) FINDS THAT THE RESPONDENT IS NOT A CHILD IN NEED OF ASSISTANCE.		ORDERS
1212	RESPONDENT PLACED IN SHELTER CARE COURT (_____, J.) PLACES THE RESPONDENT IN SHELTER CARE WITH _____		ORDERS
1213	RESPONDENT PLACED ON PROBATION COURT (_____, J.) PLACES THE RESPONDENT ON _____ PROBATION.		ORDERS SUPERVISED
1214	RESPONDENT RETURNED TO COMMUNITY COURT (_____, J.) ORDERS THAT RESPONDENT IS TO BE RETURNED TO THE COMMUNITY.		ORDERS
1215	RESPONDENT RETURNED TO CUSTODIAN COURT (_____, J.) ORDERS THAT THE RESPONDENT BE RETURNED TO THE CUSTODIAN.		ORDERS
1216	RESPONDENT RETURNED TO HOME COURT (_____, J.) ORDERS THAT THE RESPONDENT BE RETURNED TO THE HOME.		ORDERS
1217	RESPONDENT'S INITIAL APPEARANCE RESPONDENT'S INITIAL APPEARANCE.		
1218	RESPONDENT'S ORAL PLEA RESPONDENT'S ORAL PLEA AS TO COUNT		
1219	RESTITUTION HEARING HEARING (_____, J.) ON STATE'S PETITION FOR RESTITUTION.		ORDERS
1220	RESTITUTION HEARING SET COURT (_____, J.) SETS A HEARING ON THE PETITION FOR RESTITUTION FOR ____/____/____ AT ____:____ M. Juvenile Department		ORDERS

MOTION #	ACTIVE ALPHABETIC DOCKET ENTRY DESCRIPTIONS	PAGE	31
	DESCRIPTION	STATUS	TYPE
1221	RESTITUTION JUDGMENT ENTERED IN THE AMOUNT COURT (_____, J.) ORDERS THAT A JUDGMENT FOR RESTITUTION IN THE AMOUNT OF \$_____, BE ENTERED AGAINST PAYABLE TO _____		ORDERS
1336	RESTITUTION PAID AND SATISFIED LINE NOTING THAT RESTITUTION HAS BEEN PAID AND SATISFIED, FILED.		LINES
105	RETURN OF EVIDENCE/EXHIBITS RETURN OF EVIDENCE/EXHIBITS		
460	RETURN RECEIPT, FILED.		
1176	REVIEW HEARING (MANDATED) MANDATED REVIEW HEARING (_____, J.) HELD.		ORDERS
1222	REVIEW HEARING HELD REVIEW HEARING (_____, J.) HELD.		ORDERS
1223	REVIEW HEARING SET COURT (_____, J.) SETS A REVIEW HEARING FOR _____ : _____.M.		ORDERS AT
740	SCHEDULING CONFERENCE SCHEDULING CONFERENCE (_____, J.)		ORDERS
738	SCHEDULING ORDER SCHEDULING ORDER (_____, J.) ENTERED.		ORDERS
1226	SCHEDULING ORDER ISSUED SCHEDULING ORDER (_____, J.) ISSUED		ORDERS
1227	SCHEDULING ORDERS DISTRIBUTED SCHEDULING ORDERS DISTRIBUTED TO ALL PARTIES.		ORDERS
1228	SERVICE STATUS HEARING SERVICE STATUS HEARING (_____, J.) HELD.		ORDERS
1173	SHELTER CARE HEARING HELD HEARING (_____, J.) ON DHHS'S PETITION TO CONTINUE THE RESPONDENT IN SHELTER CARE.		ORDERS
218	SHERIFF'S RETURN ON SHOW CAUSE ORDER: NON-ES SHERIFF'S RETURN ON SHOW CAUSE ORDER: NON-ES		
187	SHERIFF'S RETURN ON SHOW CAUSE ORDER: SERVED SHERIFF'S RETURN ON SHOW CAUSE ORDER: SERVED Juvenile Department		SERVICE

ACTIVE ALPHABETIC DOCKET ENTRY DESCRIPTIONS

MOTION #	DESCRIPTION	STATUS	TYPE
867	SHERIFF'S RETURN ON SUBPOENA: NON-EST SHERIFF'S RETURN ON SUBPOENA: NON-EST		
865	SHERIFF'S RETURN ON SUBPOENA: SERVED SHERIFF'S RETURN ON SUBPOENA: SERVED		
753	SHERIFF'S RETURN ON SUMMONS: NON-EST SHERIFF'S RETURN ON SUMMONS - NON-EST/NOT SERVED AS TO		
752	SHERIFF'S RETURN ON SUMMONS: SERVED SHERIFF'S RETURN ON SUMMONS-SERVED	ON	SERVICE FILED.
750	SHERIFF'S RETURN ON WARRANT: CEPI SHERIFF'S RETURN ON WARRANT: CEPI, FILED.		
751	SHERIFF'S RETURN ON WARRANT: COUNTERMANDED SHERIFF'S RETURN ON WARRANT: COUNTERMANDED, FILED.		
1045	SHERIFF'S RETURN ON WARRANT: MORTUUS EST SHERIFF'S RETURN ON WARRANT: MORTUUS EST		
762	SHERIFF'S RETURN ON WRIT: SHERIFF'S RETURN ON WRIT OF		
863	SHERIFF'S RETURN: COUNTERMANDED SHERIFF'S RETURN: COUNTERMANDED		SERVICE
859	SHERIFF'S RETURN: NON-EST FILED. SHERIFF'S RETURN: NON-EST.		
858	SHERIFF'S RETURN: SERVED FILED. SHERIFF'S RETURN: SERVED.		
688	STATE ENTERS A NOLLE PROSEQUI STATE ENTERS A NOLLE PROSEQUI TO THE REMAINING COUNTS.		
968	STATES CRIME VICTIM NOTIFICATION REQUEST STATES CRIME VICTIM NOTIFICATION REQUEST FORM, FILED.		
663	SUBPOENA ISSUED SUBPOENA ISSUED FOR PERSONAL SERVICE AS TO RETURNABLE ON AND TO		
248	SUMMONS ISSUED SUMMONS ISSUED RETURNABLE:		
428	SUMMONS REISSUED SUMMONS REISSUED		Juvenile Department

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TYPE

MOTION #	DESCRIPTION	STATUS	ORDERS
848	SUPPLEMENTAL RECORD MAILED TO COURT OF SPECIAL APPEALS.		
1229	TPR DENIED COURT () PARENTAL RIGHTS OF	J.) DENIES PETITION TO TERMINATE THE	ORDERS
1230	TPR GRANTED COURT () RIGHTS OF	J.) GRANTS PETITION TO TERMINATE THE PARENTAL	ORDERS
531	TRIAL BEFORE THE COURT () TRIAL BEFORE THE COURT	J.)	
1231	TRIAL DATE CONFIRMED COURT () : - - .M.	J.) CONFIRMS A TRIAL DATE OF ____/____/____ AT	ORDERS
687	TRIAL RESUMED TRIAL RESUMED ()	J.)	
542	TRIPLE SEAL ISSUED TRIPLE SEAL ISSUED AND HANDED/MAILED.		
1077	TRUE TEST COPIES MAILED TRUE TEST COPIES		
671	VICTIM IMPACT STATEMENT VICTIM IMPACT STATEMENT, FILED.		
103	WAIVER OF PUBLICATION WAIVER OF PUBLICATION		
1232	WAIVER OF SERVICE HEARING HEARING ()	J.) ON MOTION TO WAIVE SERVICE.	ORDERS
672	WITNESS LAID UNDER RULE OF EXCLUSION WITNESS LAID UNDER RULE OF EXCLUSION.		
934	WRIT OF CERTIORARI WRIT OF CERTIORARI ISSUED.		
1042	WRIT OF HABEAS CORPUS AD PROSEQUENDUM ISSUED WRIT OF HABEAS CORPUS AD PROSEQUENDUM ISSUED		
1041	WRIT OF HABEAS CORPUS AD TESTIFICANDUM ISSUE WRIT OF HABEAS CORPUS AD TESTIFICANDUM ISSUED		

Juvenile Department

ACTIVE ALPHABETIC DOCKET ENTRY DESCRIPTIONS

STATUS

DESCRIPTION

MOTION #